SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

April 2021

Board Meeting
May 25, 2021

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. DAVID PLUMMER, INTERIM PRESIDENT
FROM:	MATTHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MAY 31, 2021
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2021 THROUGH APRIL 30, 2021

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATTHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College Planning & Development Council meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- Received 3K Check for "Ventanilla Educativa" Project with the Mexican Consulate in McAllen. Met with Officials at the Mexican Consulate to discuss partnership.
- CARES Act Emergency Student Aid, as well as Institutional Portion and MS funds quarterly reporting
- Visit and Tour at South Texas College Nursing & Allied Health Campus with McAllen ISD Superintendent, Board Member and Principal
- Visit and Tour at South Texas College Division of Business Programs, Technology Programs and Public Safety Programs Campus with Dean Sara Lozano with McAllen ISD Superintendent, Board Member and Principal
- Meeting to Plan for Drive by for Graduate event for Students and Faculty
- Central Texas Data Request Resolution
- Reviewed Applications for Division Project Manager

ATTENDED

- EVERFi Implementation Planning Meeting
- Graduation Discussion with Dr. David Plummer
- Fall TSI Students and ERP Meeting
- Social Behavioral Sciences Meeting

- Blackboard Demo for South Texas College
- Department of Education SAIHE Grant
- Pharr San-Juan Alamo and South Texas College fast Track meeting
- South Texas College/Hanover: Enrollment Strategies Discussion with Andrew Woods
- Discussion of Senior Class with Dr. Arredondo, PSJA Superintendent
- South Texas College Career Path Grant Meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2021 and Fall 2021 semesters on March 1, 2021. To date, **7,510** students have registered online for Summer 2021 semester and **3,153** students have registered online for Fall 2021 semester, after OAR processed their required documents and cleared them to register.
- Assisted students by responding to hundreds of emails sent to the "admissions" address and "registration" address, as well as on the phone and in person.
- Assisted students by responding to **806** chat sessions during April 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, Banner User Groups (BUGS), College-Wide Curriculum, Data Management & Integrity, DegreeWorks transfer equivalency, Enrollment Appeals, May 2021 Virtual Commencement Exercises, OAR Friday Refreshers for staff, and search 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.
- 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 the photo tent for graduates.
- Document Management Specialist downloaded, reviewed and verified **4,369** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 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 **09** international students registered for Summer 2021 semester and **14** international students registered for Fall 2021 semester, to date.
- Processed **402** course substitutions and exceptions in DegreeWorks during April 2021.
- Processed grade changes for **69** students during April 2021.
- Processed reinstatement requests for **10** students during April 2021.
- Processed schedule change requests for **3,652** students before the deadline to withdraw from Spring 2021 semester on April 19, 2021.
- Processed **1,552** high school and **719** college/university transcripts during April 2021.
- Evaluated **422** transcripts from other colleges and universities during April 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,765** STC transcripts during April 2021.
- Scanned and indexed **2,461** documents submitted by students during April 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report April 2021					
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	**16**	**188**	**141 (75%shown)**	**ACT**	**368**
Mid-Valley	**31**	**36**	**34 (94%show)**	**TSI EXAM**	**216**
Starr Campus	**30**	**12**	**10 (83%show)**	**TSI EXAM**	**82**
Pecan Plaza	**70**	**30**	**28 (93%show)**	**GED/ PEARSON**	**75**
Pecan Plaza		**164**	**144 (88% show)**	**TSI EXAM/ includes TSI Online**	**954**
Pecan Plaza		**113**	**95 (84%show)**	**HESI**	**640**
Mid-Valley		**51**	**43 (84%show)**	**HESI**	**252**
Pecan Plaza		**11**	**9 (82%show)**	**HiSET**	**37**
TOTAL:	**147**	**605**	**504 (83% show)**		**2,624 – 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.

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (04/01/2021 – 04/30/2021)		**Year To Date (01/11/2021 - 04/30/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	34	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	98
Developmental Ed (945+ & 0-4 Essay	22	Developmental Ed (945+ & 0-4 Essay	72
ELAR Diagnostic Level 6 & Essay < 5	1	ELAR Diagnostic Level 6	2
ELAR Diagnostic Level 5 & Essay < 5	1	ELAR Diagnostic Level 5	13
ELAR Diagnostic Level 4	48	ELAR Diagnostic Level 4	126
ELAR Diagnostic Level 3	18	ELAR Diagnostic Level 3	77
ELAR Diagnostic Level 2	17	ELAR Diagnostic Level 2	52
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**134**	**Total**	**440**
Mathematics College and Career Readiness			
Monthly (04/01/2021 – 04/30/2021)		**Year To Date (01/11/2021 - 04/30/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	28	**College Ready (950+ or 910+ & 6+ Diag)**	80
Mathematics Diagnostic Level 5	10	Mathematics Diagnostic Level 5	27
Mathematics Diagnostic Level 4	60	Mathematics Diagnostic Level 4	181
Mathematics Diagnostic Level 3	22	Mathematics Diagnostic Level 3	76
Mathematics Diagnostic Level 2	12	Mathematics Diagnostic Level 2	63
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**132**	**Total**	**427**
Data retrieved from College Board Accuplacer			
Date: 5-01-2021			

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
- VA Staff attended a VA Webinar on April 8th
- SFS Coordinator Anna Barrera registered and attended the online Ellucian Live Conference that took place April 12th – April 14th
- SFS Department celebrated our Work-Studies April 12th – April 16th
- Work-Study of the year was awarded to Yamilex Rodriguez
- Veteran Certifying Officials have been working on student certification and awarding.
- Administrative Assistant attended the AA Round-Up on April 27th via TEAMS
- 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.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **51** events and served **854** students and parents during the month of April.
- Director is working with the Office of Public Relations & Marketing and College Connections Department to implement a timeline of marketing and enrollment activities for Dual Credit stop-outs for Summer and Fall 2021. Activities include the development of a landing page for stop-out students and targeted marketing ads. Communications will include outbound calls, postcards, and e-mails via the Radius CRM which will allow students to set up in-person and virtual appointments with enrollment staff.
- Department staff is assisting partnering ISDs with the enrollment of Dual Credit students for Summer and Fall enrollment. Enrollment support includes Enrollment Planning Meeting with ISD administration and staff, student & parent information sessions, admission application drives and registration.

SNAPSHOTS

Jaguar Connection Day initiative was hosted for Hidalgo CTE on April 23rd

Jaguar Connection Day initiative was hosted for Weslaco Calvillo CTE Complex on April 28rd

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Mission HS	4/5/2021	Virtual	17
Application Drive	Mission HS	4/6/2021	Virtual	14
Application Drive	Hidalgo ECHS	4/6/2021	Virtual	1
Application Drive	Weslaco CTE Calvillo Complex	4/7/2021	Virtual	16
Application Drive	Triumph Academy	4/7/2021	Virtual	1
Application Drive	Weslaco ECHS	4/7/2021	Virtual	16
Application Drive	Weslaco ECHS	4/8/2021	Virtual	36
Application Drive	Mission HS	4/8/2021	Virtual	8
Registration Drive	Edcouch Elsa ECHS	4/9/2021	Virtual	23
Registration Drive	Edcouch Elsa ECHS	4/12/2021	Virtual	33
Registration Drive	Edcouch Elsa ECHS	4/13/2021	Virtual	28
Registration Drive	Edcouch Elsa ECHS	4/14/2021	Virtual	29
Application Drive	Donna North HS	4/14/2021	Virtual	18
Application Drive	Veterans Memorial HS	4/15/2021	Virtual	12
Application Drive	Rio Grande HS	4/19/2021	Virtual	6
Registration Drive	Weslaco CTE Calvillo Complex	4/19/2021	Virtual	22
Registration Drive	Weslaco CTE Calvillo Complex	4/20/2021	Virtual	11
Application Drive	World Scholars	4/20/2021	Virtual	6
Application Drive	Robert Vela CTE	4/21/2021	Virtual	10
Application Drive	Weslaco HS	4/22/2021	Virtual	9
Application Drive	Mercedes Early College Academy	4/23/2021	Virtual	12
Application Drive	Mission Collegiate	4/26/2021	Virtual	24
Application Drive	Donna HS	4/26/2021	Virtual	3
Application Drive	Mercedes HS CTE	4/26/2021	Virtual	4
Registration Drive	Donna CTE Programs	4/27/2021	Virtual	17
Application Drive	Mission Collegiate	4/27/2021	Virtual	11
Application Drive	Donna HS	4/27/2021	Virtual	10
Application Drive	Mission Collegiate	4/28/2021	Virtual	11
Application Drive	Weslaco East HS	4/28/2021	Virtual	7
Application Drive	Edcouch Elsa HS	4/28/2021	Virtual	3
Application Drive	Mission Collegiate	4/28/2021	Virtual	14
Application Drive	Donna HS	4/28/2021	Virtual	14
Registration Drive	Rio Grande City HS	4/28/2021	Virtual	36
Application Drive	McAllen HS	4/29/2021	Virtual	1
Application Drive	Donna HS	4/29/2021	Virtual	6
Application Drive	McAllen HS	4/30/2021	Virtual	8
			Total	**497**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	Juarez-Lincoln HS	4/7/2021	Virtual	11
Student/ Parent DC Information Session	La Joya ECHS	4/12/2021	Virtual	0
Student/ Parent DC Information Session	Progreso CTE	4/13/2021	Virtual	29
Student/ Parent DC Information Session	Veterans Memorial HS	4/13/2021	Virtual	34
Student/ Parent DC Information Session	Weslaco HS	4/15/2021	Virtual	25
Student/ Parent DC Information Session	Mercedes HS CTE	4/19/2021	Virtual	4
Student/ Parent DC Information Session	Donna HS	4/20/2021	Virtual	8
Student/ Parent DC Information Session	LJ Academy of Health Sciences	4/20/2021	Virtual	19
Student/ Parent DC Information Session	Donna HS	4/22/2021	Virtual	7
Jaguar Connection Day	Hidalgo ECHS	4/23/2021	Virtual	10
Student/ Parent DC Information Session	Weslaco East HS	4/27/2021	Virtual	26
Student/ Parent DC Information Session	Edinburg North HS	4/28/2021	Virtual	158
Jaguar Connection Day	Weslaco CTE Calvillo Complex	4/28/2021	Virtual	18
Jaguar Connection Day	Weslaco CTE Calvillo Complex	4/29/2021	Virtual	6
Jaguar Connection Day	Weslaco CTE Calvillo Complex	4/29/2021	Virtual	2
			Total	**357**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - Robert Vela HS CTE -
  - Weslaco East HS/ ECHS
  - Grulla HS
  - Rio Grande HS
  - Rio Prep ECHS
  - Weslaco East HS/ECHS
  - PSJA ISD
  - La Joya ISD
  - Health Professions
  - Edcouch Elsa HS
  - PSJA Southwest
  - PSJA T-STEM

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting

- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Dual2Degree Carl Perkins Follow up Meeting
- Carl Perkins Time on Task Status for Perkins Employees
- Summer & Fall Dual Credit Matriculation Planning Meeting
- President's Administrative Staff Meeting
- SA3 Follow-up Meeting
- Development of Dual Credit Matriculation Page Meeting
- Fall 2021 Welcome Campaign Meeting
- PR Campaign Tracking Meeting
- Enrollment Management Director's Meeting
- DCP Mission & Goals Action Plan
- Perkins FY 2022 Planning

PROFESSIONAL DEVELOPMENT

- Open Speaker Platform Training for AACC Digital Conference

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- General Information Virtual Lobby
- South Texas College Virtual Booth - RGV Junior STARN Fair
- South Texas Area Recruiter Network Monthly Meeting
- Ventanilla de Orientación Educativa (VOE) Training
- Plaza Comunitaria Discussion

RECRUITMENT

- Meeting with Prospective Student – 7 Students
- Weslaco ISD CTE Early College – Virtual Presentation
- Enrollment Appointments – 16 Students
- Outreach Effort: Police Academy Agility Test
- McAllen ISD Senior Talks – Information Session
- McAllen High School – Senior Day Application Drive
- Economedes High School – Virtual Application Drive
- Weslaco Boys & Girls Club – College Presentation
- Donna North High School – Parent/Student College Presentation
- La Feria High School – College Presentation
- Edinburg North High School – Senior College Presentation
- Nikki Rowe High School Senior Week – Apply Texas Drive
- Border Patrol RGV Sector – Post Academy Presentation
- Record Public Safety Recruitment Videos with PR
- La Joya ISD – STC Virtual College Presentation
- Edinburg North High School – Junior Update
- Edinburg High School – Apply Texas and Financial Aid Drive
- Outreach Presentation with STC Counseling Department
- The Academy of Health Science Professions & STEM – Decision Day
- General Information Virtual Lobby – 28 students

FAST TRACK

- IDEA Quest
- IDEA Donna
- IDEA College Prep Mission
- IDEA Alamo
- Valley View High School
- Edinburg North High School
- Juarez Lincoln High School

School	Campus	Attended	Registered
IDEA Quest	Pecan	10 Students	9 Students
IDEA Donna	MidValley	13 Students	13 Students
IDEA College Prep Mission	Pecan	15 Students	15 Students
IDEA Alamo	MidValley	8 Students	8 Students
Valley View High School	Valley View HS	29 Students	22 Students
Edinburg High School	Edinburg HS	32 Students	8 Students
Juarez-Lincoln High School	Pecan	7 Students	7 Students

CALL CENTER

Phone Calls	
Inbound Calls	10,492 Calls

Telemarketing	
Campaign	**Calls**
Call Center Outbound Telemarketing – Summer Inquiries	125 outbound calls
Call Center Outbound Telemarketing – HEERF II Application	160 outbound calls
Class 2020 DE Seniors Not Found Spring 2021	2,650 outbound calls

Mongoose Text Campaigns			
Campaign	**# students texted**	**# students replied**	**# overall messages**
Power Up Your Summer – HEERF II Summer Campaign	713 students texted - 74 No FAFSA & Not Registered - 688 Not Registered	71 students replied (10%)	87 messages overall
HEERFII Summer Application Promoted	1554 Students texted	837 students replied (54%)	894 messages overall

Radius				
Campaign	**Date**	**Emails Sent**	**Emails Viewed**	**Total Students**
Distance Learning Stopout Survey	04/05/2021	2766	520	2809
Distance Learning Stopout Survey (STC email)	04/05/2021	2682	104	2708
HEERF II Summer Funds	04/05/2021	1469	919	1484
Enrolled Spring 21 Not Summer 21 - HEERF Available 04.08.21	04/08/2021	7199	2697	7274
Enrolled Spring 21 Not Summer 21 - HEERF Available 04.08.21 (STC email)	04/08/2021	6992	1574	7033
Class 2021 Prior Dual Credit Enrolled 04.13.21	04/13/2021	3453	1432	3501
Graduate Photo Opp Memo	04/26/2021	2976	1703	2998
Graduate Photo Opp Memo (STC email)	04/27/2021	2985	855	2985

IDEA Donna Fast Track

Pictures include students who attended the Fast Track event at the Mid-Valley Campus. These students registered for classes for the summer and fall semesters. Students who registered received a #stcnewjaguar t-shirt and enrollment packet to celebrate their jaguar pride. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

Valley View High School Fast Track

Pictures include students who attended the Fast Track event at the Valley View High School. These students registered for classes for the summer and fall semesters.

Fast Track-IDEA College Prep Mission

Pictures include students who attended the IDEA College Prep Mission Fast Track event at the Pecan Campus. These students registered for classes for the summer and fall semesters. Students who registered received a #stcnewjaguar t-shirt and enrollment packet to celebrate their jaguar pride. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

FAST TRACK-Juarez Lincoln HS (LJISD)

Pictures include students who attended the Juarez Lincoln HS Fast Track event at the Pecan Campus. These students registered for classes for the summer and fall semesters. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
3196	Student Contacts, Outreach & Virtual Appointments
4052	CTE Student Contacts
63	Student & Alumni Registered on CCN
57	Student & Alumni Resumes Revised/Uploaded on CCN
20	New Employer Registered on CCN
61	Jobs posted to CCN
9	Workshops Presented
203	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**
  - Aircool Tech - ACT. Corporation – 1 job posting
  - Angelitos Health Care – 2 job posting
  - Antigua Bakery & Café – 1 job posting
  - Arrive Logistics – 2 job posting
  - Arturo A. ORTIZ – 1 job posting
  - Bridgestone Retail Operations, LLC. – 5 job posting
  - Carrousel Medical Transport Service – 2 job posting
  - City of South Padre Island – 6 job posting
  - Cytech Heating & Cooling – 1 job posting
  - Entravision Communications – 2 job posting
  - Fresenius Medical Care – 1 job posting
  - Gartner – 1 job posting
  - Macaroni Grill – 2 job posting
  - Magic Valley Electric Cooperative – 6 job posting
  - Mariner Finance – 1 job posting
  - MultiScan Technologies, LLC – 1 job posting
  - National Security Agency NSA – 1 job posting
  - Payne Auto Group – 1 job posting
  - PMG, Inc. – 3 job posting
  - Promise Opens Doors – 1 job posting
  - Radio United LLC – 1 job posting
  - Rio Stone Products, Inc. – 1 job posting
  - SAMES Inc. – 1 job posting
  - Southern Stone – 2 job posting

- Texas A&M Health – 1 job posting
- Texas A&M University-Kingsville – 1 job posting
- The Borgen Project – 7 job posting
- TTEC – 3 job posting
- USA Federal – 2 job posting
- Vaddo, Inc. – 1 job posting

- **Presentations/Workshops**
  - Creating a Career Portfolio (resumes/cover letters)
  - NAH Virtual Workshop: Creating Your Career Portfolio
  - Career Portfolio Q & A Virtual Session for NAH
  - Facilitated NAH Virtual Workshop, Creating Your Career Portfolio.
  - Facilitated NAH Virtual Workshop, Career Readiness Q & A.
  - Medical Assistant Technology, Virtual In Class Presentation
  - Virtual presentation- "*Build your success with CES"* (130 CTE attendees)
  - Presented overview of CES services to new NAH staff members.
  - Presented overview of CES services to ADN student group.
- **Employer Outreach**
  - Showery Insurance
  - Angelitos HealthCare
  - Dr. Duran Clinic OBGYN
  - City of McAllen
  - Citro Fruit
  - United Metal Products
  - Macaroni Grill
  - Acacia Construction
  - Rio Stone Products
- **Employer Registrations**
  - Angelitos Health Care
  - Arturo A. ORTIZ
  - CARROUSEL MEDICAL TRANSPORT SERVICE
  - Environmental Voter Project
  - Flex
  - Fresenius Medical Care
  - Glazer's Beer and Beverage
  - Hanson Professional Services Inc.
  - Konnect Freight Brokerage
  - Magic Valley Electric Cooperative
  - MEMCO Staffing
  - MultiScan Technologies, LLC
  - National Security Agency NSA
  - RIO GRANDE STEEL
  - Rio Stone Products, Inc.
  - Ruan Transportation Management Systems
  - SAMES Inc.
  - Smith Security & Fire
  - Southern Stone
  - Texas A&M Health
  - Trans Starr EMS, LLC
  - TruFit Athletic Club

Coordination of Upcoming Events

- Medical Assistant Technology Program – Career Readiness Project
- 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 attended an IGRAD financial literacy demonstration as CES continues to research financial literacy platforms for FTIC college students in a mandated effort to revive an inactive DHSI grant funded initiative to develop an Online Financial Wellness Center.
- CES is continuing to conduct faculty training sessions for the newly obtained "*Interview Stream*" virtual platform.
- CES is promoting a Threads Clothing Drive for men's work attire.
- CES specialist updated all files, supporting documentation, reviewed and resubmitted Time on Task documentation for Perkins reporting.
- Created interview assignment, handouts, outline, and student messaging for Medical Assistant Program Chair Career Readiness project.
- Participated in the Texas Higher Education Coordinating Board (THECB) Perkins Basic FY2020 Virtual Site Visit & Desk Review representing Career & Employer Services
- CES promoted and posted on all CES social media platforms employment opportunities and job fairs being hosted by TruFit, Thurmond Eye Associates and Trans Star EMS targeting student/alumni.
- CES promoted and conducted outreach efforts to BASOL, TMGT and CIT majors, faculty and alumni for the Texas City Management Association (TCMA) ELGLInspire event. The ELGL Inspire event is geared towards providing guidance towards seeking employment and internship opportunities with local and State governments.
- CES assisted BASOL faculty in grading Capstone student interviews on the *Interview Stream* platform.
- CES is participated in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- Met, promoted and posted on all CES social media platforms employment opportunities and job fairs being hosted by TruFit, Angelitos Health Care and Smith Security Group.
- CES helped coordinate the initiation of an internship position for the BASOL Capstone program with Showery Insurance and Financial Services.
- CES is in the process of evaluating collected data regarding the STC 2021 Jaguar Experience to develop any improved best practices.
- Promoted NAH Virtual Workshop to all NAH Division CTE students and alumni registered on College Central Network. (1,568 total)
- Updated NAH PowerPoints for virtual workshops.
- Developed Career Readiness outline and handout for Medical Assistant program Career Readiness Project.
- Facilitated NAH 1st Friday Workshop - Creating Your Career Portfolio.
- Hosted student Q&A Session for the Medical Assistant Program Career Readiness collaborative project.
- Facilitating resume and cover letter reviews, Interview Stream tutorials, and College Central Network tutorials for MAT students.
- Conducted outreach efforts aimed at AEDT majors on behalf of various engineering firms seeking CAD technicians, via social media and CCN (contacted: 117 students, 152 alumni)
- Conducted outreached efforts aimed at Tech CTE majors on behalf of MVEC for employment opportunities via CCN (students- 228, alumni-366)
- Promoted Fresenius employment opportunities to 595 ADN students and alumni via College Central Network.
- Promoted HCA Healthcare ADN recruiting event to 594 ADN students/alumni via College Central Network. Messaging and event flyer were also posted on CES department social media pages.

- NAH staff completed *"TEAMs Tips & Tricks,"* online training, LinkedIn Online.
- Reviewed *"How to Have a Successful Video Job Interview"* Career Contessa article.
- CES staff attended Regency Integrated Health, South Texas, South Texas Colleges & Universities
- Career Center Consortium webcast.
- NAH staff completed *"Resume Makeover Training"* LinkedIn Online Training.
- CES staff attended *"Welcome to the Pre-skilling Revolution"* NACE webinar.
- Facilitated resume and cover letter reviews, Interview Stream tutorials, and College Central Network tutorials for MAT students.
- Coordinated virtual in class presentations for Medical Assistant Technology Program Career Project.
- Promoted UT Health-East Texas virtual hiring event to 51 EMT students and alumni via College Central Network. Additional promotion went out through CES department social media platforms
- Promoted Carrousel Medical Transport Services employment opportunities to 55 EMT students and alumni via College Central Network. Additional job posting promotion went out through CES department social media platforms.
- Met with OTA Program to discuss OTA May 2021 cohort resume and cover letter reviews.
- Facilitated virtual in class presentations for Medical Assistant Technology Program May 2021 cohort. Presentation covered collaborative Career Readiness Project and Final Resume Project.
- CES staff conducted research on resume trends and best practices for NAH majors.
- NAH staff provided overview of Employer Services to NAH advising team.
- CES met with HIT faculty to discuss student workshops and participation.
- Prepared and presented a virtual, "*Build your success with CES*", for CTE Pop in – get ready for Fall 2021 (Pass Program)
- Prepared and presented virtual in class presentations for RADT faculty.
- 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.
- Reviewed *Reawakening the Spirit Within Ourselves and Our Career Centers*, NACE article.
- Completed *Interview Techniques*, online LinkedIn training.
- CES staff continues to support faculty with the introductory 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.
- Attended *Authentic, Genuine Effective Recruiting*, NACE webinar.
- Attended *Authentic, Effective Virtual Recruiting Recommendations and Insights for succeeding in the new norm,* webinar.
- 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.
- 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.
- CES is monitoring the construction for the Mid-Valley Career Center.
- 92 Resume Revisions via CCN
- 2 student outreaches via email
- 1 student walk in, 1 student outreach via phone
- 23 NAH student appointments

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

- Minute to Win It Games (Nursing & Allied Health)

- Oreo Cookie Stacking Competition (Nursing & Allied Health Campus)

- Football Challenge (Technology)

- Ongoing Jaguar Walk/Run/Cycle Online Challenge (Virtual Challenge - Online)

Jaguar Walk/Run/Bike Challenge

TEAM	TOTAL	AVERAGE	BEST	WORST
1 E Garcia	41.76	41.76	1	1
2 U Tchoua	32.24	32.24	2	2
3 A Guajardo	30.5	30.5	3	3
4 I Bravo	23.73	23.73	4	4
5 S Gallardo	17.42	17.42	5	5
6 J Rios	5.27	5.27	6	6
7 V Loredo	4.1	4.1	7	7

- Graduation Supplies Distribution (Starr County, Mid-Valley & Pecan)

Spring 2021 Graduation Daily Distribution Totals				
Week 1	**Starr County**	**Pecan**	**Mid-Valley**	**Mailed Out**
4/5/2021	10	63	15	0
4/6/2021	10	74	24	0
4/7/2021	9	98	9	6
4/8/2021	10	77	9	0
4/9/2021	11	72	19	0
Week 2	**Starr County**	**Pecan**	**Mid-Valley**	**Mailed Out**
4/12/2021				
4/13/2021				
4/14/2021				
4/15/2021				
4/16/2021				
	Starr County	**Pecan**	**Mid-Valley**	**Mailed Out**
Total per campus	50	384	76	6
Grand Total	516			

- World Art Day Celebration (Nursing & Allied Health)

- Karaoke Fun & Popcorn (Nursing & Allied Health)

- Drive In Movie Night @ NAH Campus (Nursing & Allied Health)

- Earth Day Canvas Painting (Nursing & Allied Health)

- Bean Bag Launch (Technology)

- Giant Cup Pong (Technology)

- Don’t Get Ponged Event (Technology)

- National Gardening Day (Pecan & STR)

- Happy Earth Day Event (Pecan)

- Student Appreciation Event (Starr County)

- National Superhero Day! Sand Art Décor Activity (Pecan Campus & STR)

- Dia de Los Niños Post (Virtual)

- Jerry's Pots of Succulents Day 1 (Nursing & Allied Health)

- Jerry's Pots of Succulents Day 2 (Nursing & Allied Health)

- Ping Pong Tournament (Nursing & Allied Health)

- Student Government Association Campus Meetings (District-wide)
- 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)
- Student Government Association Starr County Campus – Participated in STC Board of Trustees meeting (Invocation and Recognition)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling and Student Accessibility Services Presentation Requests: 46
Referrals for Student Accessibility Services: 21
Referral for Counseling Services: 28
Counseling Email Inquiries: 261

<u>Counseling & Student Accessibility Services</u>

Campus	Career/Transfer	Academic Counseling-Probation/ Suspension	Mental Health	Other	Total
Mid-Valley	0	70	57	1	128
NAH	0	29	14	7	50
Pecan	6	200	187	157	550
Starr Co.	4	63	20	12	99
Technology	0	11	12	146	169
Total	10	373	290	323	996

Student Accessibility Services

Accommodation Totals	
Total Requests	28
Number of Cancelled Requests	72
Number of Classes	19
Number of Students	11
Total Minimum Credit Hours	58
Number of Faculty Notification Letters Sent	40
Number of Students with Faculty Notification Letters Sent	11
Appointment Totals	
Number of Appointment Scheduled	246
Number of Students	58
Case Note Totals	
Number of Notes Entered	332
Number of Students	53

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
- AIM Implementation 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
- CIVSA Region 2 Student Chat
- Social Work Interviews by UTRGV Students
- Behavioral Intervention Team Meeting
- Stakeholder Meeting for Coalition for Empowering Children and Families

- Record for April Facebook Event
- Work-Study Semester Meeting
- Meeting with Palms Behavioral Health
- CTE Project Meeting
- Hidalgo County Family Violence Taskforce Meeting
- Crisis Prevention Institute Training Planning Meetings
- Hidalgo County Mental Health Coalition Briefing
- AIM Alt Testing Module Planning and Implementation Meeting
- Meetings with Channel 5 News Reporter
- TAMUK Advisory Committee Meeting
- Carl Perkins Summer Bridge and Fast Track Planning Meeting
- HS Graduation ARDs

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

- Managing Time Effectively
- Get SMART About Your Goals
- Happiness Vs. Joy: Which one are you after?
- Goal Setting
- Transferring to a University
- Self-Esteem
- Beyond Trauma
- Tackling Test Anxiety
- Balancing Your Wellness Wheel
- Public Speaking Anxiety
- How's Your Self-Esteem
- Time Management for New College Students
- What's All the Buzz?
- Setting Boundaries
- A Discussion About the Two Basic Mindsets that Shape our Lives
- Stress & Anxiety
- Wellness Wednesdays
- Workforce Solutions Facebook Live event on SAS services
- Region One ESC, Living with Dyslexia Conference
- Student Disability Services Information presentation for Donna ISD Parents

ASL Workshops:

- Seeing the Classroom Through the Eyes of a Deaf Student
- Ways to Improve ASL Expressive/Signing Skills
- The Deaf, the interpreter, what do I do?!?
- Building ASL Vocabulary
- ASL Basics
- ASL Conversation Tips

PROFESSIONAL DEVELOPMENT

- Salome Heyward and Associates Webinar – Legal Updates
- Ahead Spring 2021 Workshops:
  - Disability Rights in a Pandemic-Maintaining Compliance and Inclusion
  - Critical Lenses for Disability
  - Full and Flexible Attendance of Student with Psychological Disabilities
  - Don't Reinvent the Wheel: Temporary Conditions and Service Provision
  - Strategies for Prioritizing Access and Disability on Your Campus
- Self-care of the Mind and Body
- ARC Lecture Series #2 Spring 2021
- Gimkit Live and Gimkit Ink
- Community Partner Monthly Information and Training Webinar
- Lunch & Learn: Child Abuse Awareness
- Alcohol and Drug Abuse Prevention Training
- Resource Development, Management and Compliance Training

Interpreting Services Activity Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	93
Post-Production ASL Interpreted Lectures (Asynchronous)	4
Post-Production ASL Interpreted Videos (Asynchronous)	56
Interpreted for Admissions/Enrollment	3
Interpreted for Advising/PASS	1
Interpreted for Financial Services	3
Interpreted for Testing Services	1
Interpreted for Counseling Services and Student Disability Services	12
Interpreted orientation/Outreach	1
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	39
Interpreter Hosted Workshops	9
Interpret student and/or instructor Meeting	4
Other	303
Total number of services provided	531
Total number of interpreted hours	291.5 hrs

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	22
Contacts with SDS Students	51
Assist Students in Registration Process	27
Mass Emails to CSAS Students/faculty/community	3
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	3
General Interpreter/Community Meetings	56
Assign Cases to Counselors	17
Total	179

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

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

- **Academic Advising**
  - **Contacts** – total of 2,389 contacts with students were conducted by Academic Advisors and PASS Program Advisors in April 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
  - Held Academic Programs training for Advisors (All Academic Programs in Business, Public Safety, & Technology Division and Social & Behavioral Sciences Division) – Program Chairs trained advisors on degree plan for their specific area; provided Program updates or recent changes; provided Program information they would like for Advisors to communicate to FTIC students including career/transfer opportunities for their respective field
- **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 final day of training virtually for K-12 partners; next training planned for June
  - **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;
  - PASS Program was nominated for Examples of Excelencia – Program Profile was completed and submitted to Excelencia;

PASS Program Data

Hispanic CTE Students (Excluding Dual):

Group	Academic Year	Group Size	# Graduated or Still Enrolled Following Fall	% Graduated or Still Enrolled Following Fall
PASS Participants	2017-18	666	608	91%
	2018-19	855	759	89%
	2019-20	811	724	89%
Non-Participants	2017-18	8,364	4,940	59%
	2018-19	8,008	4,757	59%
	2019-20	8,034	4,546	57%

Note: All dual and non-Hispanic students are excluded. (NB: traditional student population is 95% Hispanic.)
Source: Student Information System/Banner.

- **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

B. **Participated/Working on 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 Institute; met with Team attending Institute to complete Action Plans
- **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; No QEP Co-Director has been identified and ATD Coach sessions are pending

C. **Preliminary Forms**
- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

OFFICE OF STUDENT RIGHTS & RESPONSIBILITIES

Office of the Ombuds

April 2021
- The Office of the Ombuds conducted a Student Dispute Resolution session.
- The Office of Student Rights and Responsibilities attended Children's Advocacy Training.
- The Office of Student Rights and Responsibilities attended AA Roundup meeting.
- The Office of the Ombuds attended Disability Workshop
- The Office of the Ombuds conducted a Student Dispute Resolution session.

Office of Student Conduct

April 2021
- The Office of Student Rights and Responsibilities attended Children's Advocacy Training.
- The Office of Student Rights and Responsibilities attended AA Roundup meeting
- The Office of Student Rights and Responsibilities attended Disability Workshop

Behavioral Intervention Team

April 2021
- Behavioral Intervention Team Meeting
- Behavioral Intervention Team 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: MAY 19, 2021

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2021 THROUGH APRIL 30, 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 Meeting for FY 21-22 with Comptroller and Budget Manager.
    - Budget Presentation with Budget Manager.
    - HEERF II Grant fund equipment purchases question with Comptroller.
    - Summer Enrollment review with Director of Student Accounts & Bursar.
  - Accountability, Risk, and Compliance:
    - HR Processes mapping review with Director of Accountability, Risk, and Compliance.
    - LRGVDC, Policy 6320 on Prohibition of Drugs and Alcohol on Campus, WFH, and Insurance matters with Director of Accountability, Risk, and Compliance.
  - Human Resources:
    - Employee Leave and Emergency Preparedness Leave with Director of Human Resources and Benefits Manager.
    - HR Hiring processes with Director of Accountability, Risk, & Compliance, Accountability and Compliance Manager, Director of Human Resources, Compensation Specialist, Compensation & Payroll Manager, and Staffing & Recruiting Manager.
    - HR processes and vacant position review with Director of Human Resources.
    - Job Application requirements review with Director of Human Resources, Staffing & Recruiting Manager, and FAS Project Managers.
    - Case matters with Legal Counsel and Director of Human Resources.
    - Policy review on 4213: Drug-Free Workplace and Campus with Director of Accountability, Risk, & Compliance.

- Policy reviews on 4213: Drug-Free Workplace and Campus & 6320: Prohibition of Drugs and Alcohol on Campus with Legal Counsel, Director of Accountability, Risk, & Compliance, Accountability and Compliance Manager, Chief of Police, Accountability, Risk, & Compliance Support Specialist, and Public Safety and Transportation Services Manager.
- Policy reviews on 4213: Drug-Free Workplace and Campus, 4305: Employee Leave, Spring Break, Semester Break and Holidays, and 6320: Prohibition of Drugs and Alcohol on Campus with Director of Human Resources, Chief of Police, Director of Facilities Operations & Maintenance, Environmental Health & Safety Manager, and Benefits Manager.
- Salary Pay review with Director of Human Resources and Compensation & Payroll Manager.

- Facilities Planning and Construction:
  - A&M Building plan, engineering assessment, and water tower matters with Director of Facilities Planning & Construction.
  - Construction company update with Legal Counsel and Director of Facilities Planning & 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.
  - RCPSE Asphalt and Sand Volley Ball update with Legal Counsel and Director of Facilities Planning & Construction.
- 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:
  - Graduation protocols with Chief of Police.
  - Review of LRGVDC/STC Agreement renewal with FAS Project Manager.
  - LRGVDC Valley Metro Shuttle meeting for Summer routes.
- COVID-19:
  - College-Wide Safety Committee.
  - Mask inconsistency concerns at RCPSE and disciplinary action protocols with Dean for Business, Public Safety, and Technology, and Director of Human Resources.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
  - COVID-19 Campus Safety Protocols with Director of Accountability, Risk, and Compliance.
- Title IX:
  - Title IX Case Reviews with Title IX Team.
  - Title IX Cases follow-ups.
  - Title IX Mock Hearing discussion with Title IX representative.
  - Title IX Mock Hearing review with Accountability, Risk, & Compliance Support Specialist.
- Other Meetings:
  - 2021-2023 FAS IE Plan review with Institutional Effectiveness Specialist and FAS Project Manager.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board items and content agenda with Administrative Specialist for Board Relations.
  - Campus Dining and Food Truck Services vendor RFP's with Director of Purchasing, FAS Project Manager, Business Office Accountant, and Purchasing Buyer.
  - Committee Agenda items with Interim President.
  - Creating Magic for Jags and Staff Giving Student Scholarship Program with FAS Project Manager.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - FAS Directors' monthly meeting.
  - Lawsuit case review with TASB and with Director of Human Resources.
  - Lecture Hour Equivalents (LHE) Workshop.

- NOE's, FLAC, and NAH updates with Assistant VP for Academic Advancement.
- Office of the Vice President for Finance and Administrative Services staff meetings.
- Oracle HCM Cloud Demo with Human Resources STC staff and Oracle representatives.
- 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.

- Participated in Webinars/Webcasts/Conferences
  - ATIXA webinar on Title IX Hearing Officer & Decision Maker Interactive Mock Hearing Training Day.
  - GFOA webinar on Preparing for an ERP upgrade.
  - NACUBO 2021 online conference on Higher Education Accounting Forum.
  - NACUBO webinar on Endowment Master Class Series-Endowment Spending: Should You Change Your Policy Now?
  - NACUBO webinar on Endowment Master Class Series-To Rebalance or Not to Rebalance-Post-COVID-19 Portfolio Considerations.
  - TXCPA webinar on Consideration of Fraud in a Financial Statement Audit.
  - TXCPA webinar on Surgents Fraud Basics: Protecting the Company Till.

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:
  - <u>Business Office:</u>
    - Budget and Instructional Pools.
    - Budgeting and Staffing review for FY 2021 and FY 2022.
    - Cashier Online Payments.
    - FY 21 Budget vs Actual.
    - FY 22 Net Increase in Net Assets.
    - HEERF II Institutional Funds & Expenses.
    - Instructional Cost Analysis review.
    - Non-Resident Tuition Rate.
  - <u>Human Resources:</u>
    - FY2021 – 2022 Staffing Plan Request
    - HR Applicant Processes review.
    - Legal Counsel case review.
    - Policy 4213 - Drug-Free and Alcohol-Free Workplace and Campus
    - Policy 6320 – Prohibition of Drugs and Alcohol on Campus
    - Tobacco-Free Policy
    - TRS New Reporting Guidelines and Penalties
    - Updates on the status of COVID-19 Cases Report.
    - Vacant positions.
  - <u>Facilities Planning and Construction:</u>
    - Facilities Planning and Construction project updates
    - Property Appraisals.
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>Accountability, Risk, and Compliance:</u>
    - Compliance Assessment SB18 Freedom of Expression
    - Outstanding potential claims report for insurance application.
    - Special events insurance.

- Department of Public Safety:
  - Campus Safety Protocols at RCPSE.
  - Campus Security Authority (CSA) Training – Deadline 5/31/21.
  - Events/Speakers on Campus – DPS Coordinator.
  - LRGVDC Transportation Services.
  - RCPSE Cityscape Asphalt issue.
  - Training Pool request for RCPSE.
- COVID-19:
  - College-Wide Safety Committee.
  - COVID-19 Campus Safety Protocols.
  - COVID-19 Related Questions for Legal Counsel.
  - Crisis Management Team Composition.
  - Monthly Legislative Budget Board COVID-19 Cost Survey Report.
  - New CDC Guidelines.
  - RCPSE Mask Inconsistency Concerns.
- Title IX:
  - Title IX Case reviews.
  - Title IX Employee cases.
  - Title IX Hearing Participant roles.
  - Title IX Mock Hearing updates.
- Other:
  - 87th Texas Legislature Regular Session matrix.
  - Board Budget Presentation.
  - Campus Dining and Food Truck services.
  - Certificates of Deposit renewals.
  - COC Meeting agenda.
  - CPWE ITED Non-Resident Rate.
  - Creating Magic for Jags Scholarship Signature Decal Key Note.
  - Employee Complaint Procedures review.
  - Employee Salary review.
  - FAS Staff Productivity report.
  - FY21 Employee Lump Sum payment.
  - Gift Card Procedures.
  - HEERF II Funds Institutional Award proposed use for PDC meeting.
  - IPED Data Collection System Report.
  - Lobbyist Expenses.
  - NAH Complaint review.
  - Presidential Search Committee review.
  - Request for Qualifications (RFQ) for College Bond Counsel.
  - Request for Qualifications (RFQ) for College Legal Counsel.
  - RFP Creative Agency Services.
  - Student Success Points Funding and Appropriation Presentation review.
  - Summer Mini-mesters schedule.
  - Target Range funding.
  - Texas Workforce Commission (TWC) Case Review.
- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (March 2021).
  - Overtime Reports - Hours Worked by Employee (March 2021).
  - Salary Savings Reports (March 2021).
  - TCP Verification Reports (March 2021).
  - Travel by Employee Reports (March 2021).

- Vacancy Reports (March 2021).

- Worked on the following items for the Board Committee Meeting or Board Meeting:
  - Prepared to present at April Finance and Facilities meetings on the following items:
    - Acceptance 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)
    - Award of Proposal, Purchases, and Renewals
    - Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty
    - 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
    - South Texas College Education Foundation
    - Update on Transportation Services Operation Plan for FY 2020 – 2021
    - Authorization to Proceed with Solicitation of Architectural Services for the following construction projects:
      - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles
      - Regional Center for Public Safety Excellence Canopies for Students and Instructors
      - Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
    - Authorization to Proceed with Solicitation of Construction Services for the following construction projects:
      - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II
      - Deferred Maintenance of District-Wide Roofs at Mid Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, and Starr County Campus
    - Approval of Proposed Change Order for the Nursing and Allied Health Campus and Starr County Campus Student Services Renovations
    - Approval of Substantial Completion of the following projects:
      - Nursing and Allied Health Campus East Building A Student Services Renovation
      - Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
    - Approval of Final Completion of the following projects:
      - Pecan Campus Sand Volleyball Courts Sand Replacement
    - Approval of Renewal of Lease Agreement with City of Edinburg

- Started working on the following items for May Finance and Facilities meetings:
  - Award of Proposal, Purchases, and Renewals
  - Close Three Bank Accounts
  - Dining and Food Truck Services
  - Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for FY 2021 Summer Session
  - One-Time Payment for Full-Time Regular and Temporary Employees
  - Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Approved Budget
  - Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Assessment Report
  - Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
  - Approval of Final Completion of the following projects:
    - Nursing and Allied Health Campus East Building A Student Services Renovation
    - Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation
  - Approval of Architectural Fee Adjustment for the following projects:
    - Nursing and Allied Health Campus East Building A Student Services Renovation Project

    - Starr County Campus Student Services Building G Cashiers and Veterans Affairs Areas Renovation Project

- Project Managers worked on the following items:
  - 2021-2023 FAS IE Plan review with Institutional Effectiveness Specialist and FAS Project Manager.
  - Academic Affairs Division Support Staff training with Director of Purchasing.
  - Activity Report for the month of March 2021.
  - Banner Logos with Graphic Designer.
  - Board agenda motion related to the Interlocal Agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC) FY 2021 Summer Session for approval at the Finance Committee meeting in May.
  - Campus Security Authority Training with FAS Project Manager.
  - Cashier Online Payments for Cabinet with Director of Cashiers.
  - Central Texas College Payment with Accounts Group Supervisor.
  - Clery and VAWA Assessment of Management Responses with Accountability and Compliance Manager.
  - Compiling information for Cabinet conducted on a weekly basis.
  - Comprehensive Plan for Capital Improvement Project Budgets in FY20 and beyond.
  - Coordinated Operation Council (COC) meeting agenda scheduled in May.
  - Coordinated staff's request from Nursing and Allied Campus to temporarily use the golf cart belonging to Food Services with Facilities Operation and Maintenance Department.
  - COVID-19 Dashboard and Google Account with Digital Developer.
  - COVID-19 Form Direct Link with Director of Human Resources.
  - Creating Magic for Jags Email signature decal update approval with Graphic Designer and Public Relations.
  - Creating Magic for Jags Monthly Report with Comptroller.
  - Creating Magic for Jags Testimonials with Coordinator of Scholarships.
  - Creating Magic for Jags Video Campaign with Public Relations Marketing Department.
  - Creating Magic for Jags-Check Donations with Accounting Group Manager.
  - EVERI Course Launch with Director of Human Resources.
  - Excellence Webpage Updates from Finance and Administrative Services Directors.
  - Facilities Committee and Finance, Audit and Human Resources Committee packets.
  - Facilities Planning & Construction Department to create a change order management report.
  - Facilities Planning & Construction Department to create a project vendor list as a monthly management report.
  - Facilities Planning and Construction weekly meetings to discuss the statuses of projects and any other issues.
  - FAS Key Notes for April 2021 with Directors of Finance and Administrative Services.
  - Finance and Administrative Services Productivity Report.
  - Finance Board motion to update the Transportation Plan in the Spring 2021 Semester and the 2021 Summer Session agreement with the Lower Rio Grande Valley Development Council (LRGVDC) for the April Finance Committee meeting.
  - Fiscal Year 2021 Performance Measures with Accounting Group Manager.
  - FY 2022 Project Budget Report for the Coordinated Operation Council (COC) meeting with the Facilities Planning and Construction Department.
  - FY 21 Employee Lump Sum Payment for FY 21 with Accounting Group Manager.
  - FY22 Staffing Request report based on review and feedback from Human Resources.
  - Historical Scholarship with Assistant Comptroller.
  - History trend of payment to the Lower Rio Grande Valley Development Council for Transportation Service with the Accounting Group Manager.
  - Main Contact information with Finance and Administrative Services Directors.
  - Monthly construction report included in the Facilities Committee packet.
  - Monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Notice of Non-Discrimination with Graphic Designer and Director of Human Resources.
  - Report Cover with Graphic Designer and Comptroller.

- Research of Food Trucks on campus, requested confirmation on parking location from campus administrators, and created an action plan with a timeline.
- Resources for Faculty and Staff Webpage with Digital Services Manager.
- Resources updated with Director of Human Resources.
- Revised Exit Clearance Form with Benefits Manager.
- Search Committee Volunteers for each Division with Director of Human Resources.
- Search Committee with Directors of Finance and Administrative Services.
- Senate Bill 18 Compliance Assessment with Accountability and Compliance Manager.
- Senate Bill 212 Quarterly Report Updates Webpage with Accountability, Risk and Compliance Specialist.
- South Texas College Senate Bill 12 Annual Reporting with Public Relations and Marketing Web Specialist.
- Spring Tuition and Fee Revenue Updates with Budget Accountant.
- Student Success Points Funding and Appropriation with Budget Manager.
- Student/Employee Positive COVID-19 Cases report with Graphic Designer.
- Temporary Agency Access with Human Resources Staffing Assistant.
- Title IX Training for Employees with Accountability and Risk Compliance Specialist and Director of Human Resources.
- Title IX Training Forms with Accountability Risk and Compliance Specialist.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Academic Council meeting to discuss Student Success Points Funding.
- Accounting Group Supervisor interviews.
- Accounts Payable staff meeting.
- Accounts Payable workload meeting.
- Budget FY 2021 – 2022 with the Vice President for Finance and Administrative Services.
- Business Office Recurring Manager meeting.
- Conference call regarding Fiscal Year 2021 audit with external auditor.
- Customer Web Access (CWA) recurring payments and Payment Card Industry (PCI) compliance with Accounts Receivable and Chief Information Security Officer.
- Faculty Load and Compensation insurance posting meeting with Human Resources and Payroll.
- File room procedures with Accounts Payable staff.
- Finance Administrative Services (FAS) Director's meeting.
- Government Accounting Standards Board (GASB) 87 Statement Leases discussion.
- Grant Administrative Cost procedures.
- Grant initiation meeting for Explore Science, Technology, Engineering, and Math (STEM).
- Higher Education Coordinating Board Virtual Site Visit.
- Industrial Training & Economic Development (ITED) accounts.
- Interviews for Accounting Specialist position.
- Interviews for two temporary staff positions.
- Lower Rio Grande Valley Development Council (LRGVDC) summer budget.
- Meeting for internal Payroll reports with Payroll Manager.
- Meeting to finalize unclaimed property vendor letters with Accounts Payable.
- Open encumbrances meeting with Cash Applications Manager and Accounts Payable Supervisor.
- Participated at Ambassadors Cross Training Academy (ACTA) presentation meeting.
- Payment Card Industry (PCI) Clover Security meeting with Chief Information Security officer.
- Police lieutenant interviews.
- President's Administrative Staff meetings.
- South Texas College, Aavenir- Accounts Payable Automation Demo.
- Split insurance benefit in separate accounts for grant reporting.

- Teacher's Retirement System of Texas deadlines with Director of Human Resources, and the Benefits Manager.
- Title V Grant Annual Progress Report.
- Tuition tables and billing process with Vocational Nursing program chair and Accounts Receivable.
- Various Accounts Payable automation demonstrations.
- Viewed Request for Proposal (RFP) vendor demo with Information Technology and Purchasing personnel.
- Trainings/Webinars:
  - Bite Size training for Accounts Payable and Travel staff regarding invoice receipt
  - Building Supportive Communities - Clery Act and Title IX course.
  - Code of Conduct Workplace course.
  - Cross training session with Travel staff and Accounts Payable Supervisor to shift invoice header duties.
  - Ellucian Live 2020 virtual conference sessions
  - Institute of Finance and Management (IOFM) The Three-Layered Approach to Payment Fraud Prevention webinar.
  - Preventing Harassment and Discrimination course.

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 Accounts Payable testing in PPRD8 for Banner patches upgrades with Information Technology.
  - Completed automation check register report for Accounts Payable.
  - Completed Grant reporting in Texas Workforce Commission portal.
  - Conducted reference checks for Accounting Group Supervisor.
  - Mailed out Accounts Payable unclaimed property vendor letter.
  - Reviewed applications for Grant Accounting Specialist position and completed hiring proposal for selected candidate.
  - Reviewed Grant Accounting Specialist applications.
  - Reviewed Request for Proposal (RFP) information for Accounts Payable automation project.
  - 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	21-Apr
01 E&G	225	297	229	230	254	232	266	295
01 Direct Deposit	39	43	57	57	47	39	54	79
03 Student	7,026	2,062	429	100	10,724	5,716	1,703	2,535
12 I&S Taxes	-	-	-	-	1	-	-	-
16 I&S Bond	-	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10	17
31 Virtual Card	234	344	263	188	213	179	287	303
32 AP Card	1	3	2	1	2	-	4	1
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-

- Accounts Receivable/ Financial Aid Accounting:
  - Continue to implement Campus Receivables Collector (CRC), Automated Clearing House (ACH) recurring payments.

- Cash Management/Special Projects/Office Support:
  - Owner change request form automation for planning and construction.
  - Updating action plans for all Information Technology (IT) projects.
  - Updating payment methods for the Creating Magic marketplace store.
  - Updating multiple Business Office websites.
  - Testing banner patches.
  - Open encumbrance reports automation for financial managers.
  - Prepared information for Accountability, Risk and Compliance department.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	7	324
01 Direct Deposit	4	57
02 Payroll	7	342
02 Direct Deposit	3	2,138
03 Student	4	2,535
12 I&S	1	1
16 I&S	0	0
17 Plant	4	17
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	30	5,414

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	37
Wire Transfers for Benefits and International	5

- Budget and Reporting:
  - Analyzed and discussed the new benefits percentage of salaries rate.
  - Assisted with revisions to the Instructional Program Cost Analysis report.
  - Assisted with the Faculty Cost Analysis.
  - Calculated prior year actual amounts to be included in the FY 2021 – 2022 Budget booklet.
  - Created fund balance scenario worksheet for FY 2020 – 2021.
  - Created new graphs for the Instructional Program Cost Analysis report.
  - Discussed the Faculty Load and Compensation (FLAC) benefits posting.
  - Discussed the FY 2021 – 2022 Faculty Pay Plan.
  - Discussed the FY 2021 – 2022 property tax revenue projection.
  - Discussed the Lost Revenue estimation.
  - Prepared a new FY 2021 – 2022 revenue and expenditure budget summary scenario for the May Finance, Audit, and Human Resources Committee.
  - Prepared list of FY 2020 – 2021 frozen positions by employee class.
  - Prepared the Student Success Point Analysis presentation for the Vice President for Finance and Administrative Services.

- Provided faculty salary budget information to the Comptroller for the Faculty Budget and Expense Analysis by Term worksheet.
- Requested revenue and expenditure projections from financial managers and staff for the FY 2021 – 2022 budget.
- Researched and provided information to Human Resources regarding the Faculty Load and Compensation insurance posting process.
- Reviewed and assisted with the FY 2019 – 2020 Integrated Postsecondary Education Data System (IPEDs) report review and submission.
- Reviewed insurance transaction posting as part of the Faculty Load and Compensation (FLAC) Banner process.
- Updated the Academic Council Student Success Point presentation.
- Updated the Budget Development Application with FY 2021 – 2022 budget revision requests.
- Updated the Student Success Points presentation.

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continues to work on month reconciliations and monthly reports.
  - Completed 151 monthly reports during the month of April 2021.
  - Reviewed and analyze the Delinquent Tax Report submitted by the Delinquent Tax Attorney for board.

Duties	**Total**
Approval Queues - Requisitions Approved	23
Bank Reconciliations	8
Board and Management Reports Reviewed	208
Checks provided to AP / Payroll - Stale-dated	21
Check provided to AP/Payroll - Cashed	13
Check verification for AP / Payroll	29
Construction budget transfers reviewed and approved	6
Copies of booklets/journal entries requested	19
Deposits prepared	17
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	22
Download of Year End Reports and Monthly and Daily - hours	0
Errands to Inter-office deliveries	1
Returned mailed checks - Logged and Filed	79
Returned Mailed checks - Disbursement	60
Emails - answered, prepared, initiated	666
Emails - received and read	931
Emergency Hand Cut check request prepared and submitted	163
FOAP created including activity codes and FOAP updates	16
FOAP provided for deposits and/or other depts requesting info.	14
Hours Filing and organizing of Journal Entries and boxing	7.5
Hours used for scanning - estimated	34
Hours used printing, binding and scanning documents (not JE)	1

Duties	Total
Hours used to log Scanned JE	22.5
Hours used to prepare documents for scanning	4.5
Hours used converting BOR and Management reports PDF and running ARGOS	1
Hours used to compile and scanning LRGVDC backup	1
Donations - telephone calls received	85
General Accounting Daily Banner Reports	220
Interdepartmental Transactions reviewed	27
Interdepartmental Transactions submitted	23
Invoices and encumbrances reviewed	46
Journal entries prepared	99
Journal entries processed including FUPLOAD	734
Journal entries- transactions processes	4,440
Journal entries/documents scanned	1,285
Journal Entries Logged	1,285
Journal Entries Filed and Organized including creation of labels	2,228
Journal Entries reviewed	119
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	21
Positive Pay Exemption-Number of checks researched/verification	17
Requisitions prepared	1
Stale dated list prepared	4
Stale dated letters mailed	336
Stale dated letters returned and logged	24
Stale dated letters mail-hours used to search for updated address	3.5
Stop payments processed (includes stale dated checks)	92
Transactions removed from bank reconciliation	1,017
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	2
Special Project - End of Year Banner Reports - Number of reports	2.7
Special Project -hours -LRGVDC-meetings/projection/motion	4
Motions-prepared, revised, reconciliations, prepare backups	3
HR/AP - training	7.5
Special Project - GASB and cash flow statement-hours	12

Description	Apr-21
General Journal Entry (Intra-Fund) (JE 15)	133
General Journal Entry (Inter-Fund) (JE 16)	67
Cash Receipts (CR 05)	501
Encumbrance Liquidation (E032)	-

Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	2
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	6
Misc. Receipt Payments (CA10)	7
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with Cashier questions for Spring 2021.
  - Reviewed and updated the Cashier fixed assets inventory.
  - Testing Fall 2021 tuition tables tentatively scheduled for activation on April 12, 2021.
- Payroll and Position Control Departments:
  - Worked on the TimeClock Plus workflow.

Payroll Processes for the Month Ending April 2021	
Payroll Re-issue Processed	6
Payroll Cycles	3
Payroll Checks & DD	2,787
TimeClock Plus Access Forms Processed	41
Number of Employees with OT reviewed for OT Memos	181
NOE's Approved	333
Salary Budget Transfer Forms Processed	9

- Business Office Performance Indicators:

Payroll Processes for the month Ending April 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,980	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	492	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 3/16 - 3/31) SR07	249	Salaried	2
(Waged 04/01 - 04/15) SR08	246	Waged	1
Regular (Salaried: April) MR04	4,136		
		Void Checks Processed	
		Salaried	5
NOE's Approved		Waged	1
Approved NOE's	333		
		Replacement Checks/DD Processed	

Payroll Processes for the month Ending April 2021			
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	37	Waged	1
Salaried	183		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	9
FLAC	177		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	5	Salaried	0
Waged	83	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	16	Salaried	0
Salaried: MR04	64	Waged	0
(Salaried:)			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	281
Waged	2	Total Net	$ 211,908.70
(Waged:)			
Liabilities Processed			
ORP	11	Waged	55
Annuity	12	Total Net	$13,782.53
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,998
IRS Levy	0	Total Net	$ 5,212,248.10
Withholding & FICA	3		
Met Life	1	Waged	453
Legal Judgement	1	Total Net	$130,041.87
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

Note: MIPS report includes checks unclaimed that are reissued and/or checks issued that were initially D/D.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2021-2023 Department of Public Safety Institutional Effectiveness Plans meeting with Institutional Effectiveness Specialist.
- College Safety Committee meeting to discuss the committee charter and college safety protocols with college administrators.
- Drug and Alcohol Policy 4213 meeting with Finance and Administrative Services (FAS) Vice President and other FAS Directors.
- Evacuation Drills at Mid Valley, Pecan, and Starr Campuses.
- Finance Committee Board meeting regarding an update presented on the Student Bus Transportation ridership and bus routes.
- Interviews with applicants for the Department of Public Safety Lieutenant's position with Search Interview Committee.
- Non-compliance of the COVID-19 South Texas College Safety Measure by students meeting with Dean of Student Affairs and Technology Campus Administrator.
- Open records request meeting with Executive Assistant to South Texas College President and College Attorney.
- President's Administrative Staff (PAS) meeting to discuss different topics with South Texas College Administrators.
- Regular Board meeting being held at Starr Campus regarding the South Texas College Transportation ridership and proposed Summer 2021 agreement with Lower Rio Grande Valley Development Council.
- Safety Meeting to discuss safety concerns district wide with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- South Texas College Department of Public Safety (DPS) meeting on the objective of bike police officers with DPS police sergeants.
- South Texas College Drug and Alcohol policy meeting with Finance and Administrative (FAS) Vice President, college attorney, and other FAS employees.
- South Texas College Drug and Alcohol Policy meeting with Public Safety and Transportation Services Manager and Risk Management Director.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).
  - Open records request of reports and surveillance video.
  - Referrals sent to counseling and Office of Students Rights and Responsibilities.
- <u>Surveillance Cameras:</u>
  - Avigilon server upgrades at Pecan Campus.
  - Different camera project estimates.
  - Eye camera replacements at Mid Valley Campus Building G.
  - Obtaining information/estimates on COVID-19 camera systems.
  - Surveillance camera proposed placements for the Pecan Library expansion and renovation with Dean of Library and Planning and Construction Project Manager
- <u>Training:</u>
  - Approving training for police officers.
  - Emergency Preparedness training on different topics and prepared a newsletter depicting training/event dates and services provided by South Texas College Department of Public Safety.
  - Evacuation Procedure Training.
  - Four-CPR/First Aid/AED Certification Courses.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Approving leave requests on time clock.
  - Approving timecards on time clock.

- Obtaining new police identifications for all sworn police officers.
- Search committee recommendations on People Admin.

- Purchases and Repairs:
  - Approving police/security equipment.
  - Approving requisitions.
  - Police/security/transportation vehicle maintenance/repairs.
  - Reviewing the processes to refill first aid kits campus wide.
  - South Texas College Department of Public Safety Inventory audit.
  - Verifying invoices.
- Shuttle Buses and Parking:
  - Board Motion on Department of Public Safety Transportation ridership numbers and proposed agreement between South Texas College and Lower Rio Grande Valley Development Council for Summer 2021.
  - National Transit Database Report submission.
  - Transportation monthly ridership report, monthly trip log report, and monthly driver manifest (total service hours driving and service miles).
- Other:
  - Assigning sections of the Junior College Safety and Security self-assessment audit (as required by the Texas Education Code 37.108) to the audit team member from different departments.
  - Completed surveys at residential homes adjacent to the campuses.
  - COVID-19 Safety Measure concerns on enforcement processes at the Regional Center for Public Safety Excellence.
  - Drug and Alcohol Policy 4213 with Finance and Administrative Services (FAS) Vice President and other FAS Directors.
  - Gathering information on COVID-19 safety protocols from other colleges.
  - Providing and monitoring traffic control on graduation events campus wide as needed with Director of Student Records and Registrar.
  - Replaced COVID-19 signage at all campuses.
  - Reprogramming two-way Motorola Radios for the Executive Crises Management Team.
  - Requesting Clery Crime Statistics from locations South Texas College leases and holds student programs/classes.
  - Reviewing South Texas College lease agreements as it relates to Clery Geography and Crime Statistics.
  - Sending an email to Campus Administrators discussing the importance of keeping South Texas College Department of Public Safety informed of events/speakers to properly assign police officers/security guards.
  - Sending letters to police departments where we have campuses requesting crimes statistics taken on South Texas College Clery geography.
  - Updating the South Texas College Daily Crime Logs at all campuses.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- April Board meeting.
- April Facilities Committee meeting.
- Clery Committee meeting.
- Facilities Operations Council meeting.
- Facilities Planning & Construction staff meeting.
- Finance & Administrative Services Directors meeting
- Finance & Administrative Services Facilities Planning meeting
- Finance & Administrative Services Facilities Planning meeting.
- Fiscal Year 2020-2021 status on projects with Facilities Planning & Construction team.

- FY21-22 Capital Improvement Proposal meeting to review projects and project assignments with Facilities Planning & Construction staff.
- Mid Valley Campus tour with Finance & Administrative Services staff and department staff.
- On site meeting at the Pecan Campus STEM Building to review proposed changes to the chemistry lab tables.
- President's Administrative Staff meeting.
- Site visit of available Hidalgo County property for instruction.
- District Wide
  - District Wide Flooring Replacement – Meeting to develop a floor replacement priority list and a five-year plan with College staff.
- Nursing Allied Health Campus
  - Nursing Allied Health Campus Building A Occupational Therapy Expansion Capital Improvement Proposal - Discuss project scope with College staff.
- Pecan Campus
  - Pecan Campus Building M Generator Replacement - Facilities Planning & Construction project manager on site to determine possible access by drilling rig for geotechnical boring test and attended meeting on site with engineer to advise of preferred route for new gas line and location of new gas meter.
  - Pecan Campus Building M Generator Replacement - Plan review meeting with Facility Operations and Maintenance and Facilities Planning & Construction staff.
  - Pecan Campus Building M Generator Replacement - Plan review meeting with consulting engineer and College staff.
  - Pecan Campus Library Renovation - Furniture and equipment meeting with architect, Library staff, and Educational Technologies staff and preliminary layout of continuity of operations with Library staff to discuss temporary locations and requirements.
  - Pecan Campus McAllen Independent School District Portables - House Moving Services for next portable move.
  - Pecan Campus PB10 - Review and propose modifications to existing ramp.
  - Pecan Campus Sand Volleyball Courts Sand Replacement - Final Completion Walkthrough.
- Pecan Plaza
  - Pecan Plaza Entry Courtyard Improvements - Pre-construction meeting with contractor and College staff.
- Regional Center for Public Safety Excellence
  - Regional Center for Public Safety Excellence Additional Chiller Installation - Design Kick-off meeting with engineer and Facilities Operations & Maintenance staff.
  - Regional Center for Public Safety Excellence Cityscape Remediation - Asphalt test and meeting to review asphalt issues with Legal Counsel.
  - Regional Center for Public Safety Excellence Target Range – Meeting with Administration to review project status and follow-up meeting on status of schematic design options with architect.
- Starr County Campus
  - Starr County Campus Welding Lab Expansion - Design Kick-off meeting with architect and Welding Department staff.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan - Master plan review meeting with architect.

PROJECTS IN PROGRESS:

- April Facilities Committee Meeting agenda and draft packet; worked on back up information for packet.
- April Facilities Committee Meeting draft packets and Project Status update.
- April Facilities Committee Meeting revisions for the April Board meeting.
- Change Order Log summary development.
- Construction Project Consultant-Vendor List
- Department's Design Standards
- Department's Handbook of Operating Procedures.
- Finance & Administrative Services Key Notes for the department

- Furniture quote requests.
- May Facilities Committee agenda.
- Project Fact Sheets project updates.
- Request for Proposal of floor replacement for Pecan Campus Building D Suite 107.
- Reviewed invoices, change orders and pay applications and construction submittals from various Architects, Engineers, and Contractors.
- Site visit at Pecan Plaza Wellness Center to review a space modification with College staff
- Space Modification requests.
- Submitted documentation for the Facilities Planning & Construction Secretary position.
- District Wide:
  - District Wide Deferred Maintenance of Roofs - Review of budget and construction proposals received from vendors; worked on review of architect's invoices.
  - District Wide Deferred Maintenance of Roofs - Review of proposal evaluations received from vendors.
  - District Wide Screening of District Wide Equipment - Specifications and drawings needed as part of the issuance of the Request for Quotes.
  - District Wide Screening of Equipment - Specifications and drawings needed as part of the issuance of the Request for Quotes and performed site visit to take measurements of existing equipment.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Phase I and Asphalt Resurfacing - Updated and revised Change Order summary.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovations - Developed change order with architect for various Change Order Requests provided by contractor.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation -Performed site visits to conduct accessibility inspections with Texas Accessibility Specialist.
  - Nursing and Allied Health Campus Library - Library and College staff to verify existing floor box infrastructure.
- Pecan Campus:
  - Pecan Campus Building D Suite 107 - Floor replacement Request for Quote specifications.
  - Pecan Campus Building G Physical Science Classroom Conversions - Reviewed change orders; developed the change order log; reviewed Owner-Contractor agreement provided by architect; performed the contract negotiations meeting with contractor, architect, and Facilities Planning & Construction staff.
  - Pecan Campus Building M Generator Replacement - Requested proposal from geotechnical engineers.
  - Pecan Campus Building M Generator Replacement - Review of construction document progress set.
  - Pecan Campus Building M Generator Replacement - Review of construction document progress set from engineer; performed a plan review meeting with Facility Operations and Maintenance; worked on review of proposal from geotechnical engineer.
  - Pecan Campus Continue Education Building - Environmental Narrative with Facilities Planning & Construction staff as requested by Grants Department.
  - Pecan Campus Library Renovation - Compiled information requested by architect for furniture infrastructure; review soil boring locations as proposed by architect.
  - Pecan Campus McAllen Independent School District Portables - Coordinated move of portable with Zuniga's House Moving Services and College Police.
- Pecan Plaza:
  - Pecan Plaza Building A Room 106 Floor Replacement - Updated and resent request for quote.
  - Pecan Plaza Entry Courtyard Improvements - Provided comments on fence submittal.
  - Pecan Plaza Human Resources - Conducted site visit on the status of the renovations; received quotes for replacing the Break Room flooring.
  - Pecan Plaza Kinesiology Renovation - Coordinated and performed contract negotiations meeting with contractor, architect, and Facilities Planning & Construction staff.

- Pecan Plaza Kinesiology Renovation - Uploaded and reviewed documents on Owner Insite; worked on reviewing and processing contracts between Owner and Contractor.
- Pecan Sand Volleyball Courts - Compiled documentation as requested by Legal Counsel.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Additional Chiller Installation - Review of received signed contract; worked on scheduling the design kick-off meeting with engineer, Facilities Operations & Maintenance, and Facilities Planning & Construction staff; uploaded documents on Owner Insite for architect reference.
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles - Preliminary design of floor plan and exterior elevation view.
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles - Preliminary design of floor plan and exterior elevation views; performed site visit to verify the proposed location of the project.
  - Regional Center for Public Safety Excellence Canopy for Students/Instructors - Preliminary design of floor plan and exterior elevation views.
  - Regional Center for Public Safety Excellence Drainage Improvements - Revised the Fact Sheet format to include fiscal year budgets and expenditures; worked on addendum to settlement agreement.
  - Regional Center for Public Safety Excellence Perimeter Fence Enclosure - Capital Improvement Proposal site plan and cost estimates; performed site visit to verify existing conditions.
  - Regional Center for Public Safety Excellence Site Improvements Phase II - Supplementary General Conditions documents for review by Purchasing.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan - Review of schematic design from architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Additional Chiller Installation Design Kick Off at the Regional Center for Public Safety Excellence with the Manager of Facilities Planning and Construction.
- April Board of Trustees Meeting at the Starr Campus.
- District Wide Automatic Door Openers – Facilities Operations and Maintenance 95% Plan Set Review Meeting with the Facilities Planning & Construction Project Manager.
- District Wide Flooring Replacement Floor Plan Review with the Manager of Facilities Planning and Construction. (3 meetings throughout the month)
- District Wide Interior Building Wayfinding Signage Pre-Construction Meeting with the Facilities Planning & Construction Project Manager.
- Facilities Operation Council Meeting with the Facilities Planning and Construction department.
- Facilities Operations and Maintenance Managers Meeting to gather department updates via Microsoft Teams. (several meetings throughout the month)
- Facilities Operations and Maintenance Support Staff Meeting to staff input via Microsoft Teams. (several meetings throughout the month)
- Finance and Administrative Services Directors Meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Generator Replacement of building M at Pecan - Progress Plan Set Review with the Manager for Facilities Planning and Construction.
- Pecan Campus Library Consultant Coordination Meeting - Site Discussion with the Library Consultant.
- Policies 4213, 4305, and 6320 with Vice President for Finance and Administrative Services.
- Preliminary Layout of Continuity of Operation Areas for Library and Learning Commons and Open Labs with the Director for Learning Commons and Open Labs. (2 meetings throughout the month)
- President's Administrative Staff meeting to provide department updates with campus administrators.

- Safety Committee meeting to provide department updates with the Vice President for Finance and Administrative Services. (several meetings throughout the month)
- Starr County Campus Tour with the Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus-
    - Regional Center for Public Safety Excellence Campus
    - Completed plant replacement by the landscaping vendor.
  - Mid Valley Campus-
    - Contracted roofing vendor to provide quote to repair clay roof tiles.
  - Nursing & Allied Health Campus-
    - Completed plant replacement by the landscaping vendor.
  - District Wide Campuses-
    - Completed monthly irrigation inspections.
    - Completed typical pest control issues and equipment rentals.
    - Received generator preventative maintenance reports, under review.
    - Received proposal for kitchen hood cleaning.
- Custodial Department:

Duties	Number of Requests
Set-Ups	219
Moves/Relocations	37

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	182	$9,896.60
Electrical	123	$7,034.77
Energy Management	51	$263.29
HVAC	128	$9,010.30
Locksmith	106	$10,803.82
Painting	48	$5,293.38
Plumbing	116	$7,933.58
Plant Services		$0
Total Cost		**$50,235.74**
General Maintenance	2	
Total Work Orders	**756**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Annual departmental risk assessment with Administrators.
  - Auto insurance coverage scenarios with Texas Association of School Boards staff.
  - Incident reporting portal development with Informational Technology staff.
  - Incident reporting portal with Environmental Health and Safety Manager, Benefits Manager, and Director of Human Resources.
  - Incidents with Environmental Health and Safety Manager.

- Online incident reporting system with Director of Human Resources, Staffing Manager, Risk Manager, and Environmental Health and Safety Manager.
- Property/Casualty Insurance and Student Insurance Request for Proposals with Risk Management Consultant.
- Property/Casualty Insurance Request for Proposal and Cyber Liability Insurance Application with Chief Security Officer.
- Property/Casualty Insurance Request for Proposal with Director of Human Resources and Associate Comptroller.
- Safety Committee elements with Environmental Health and Safety Manager.
- Worker's Compensation questions and responses with Director of Human Resources and Texas Association of School Boards staff.

- Vice President for Finance and Administrative Services:
  - Drug and alcohol policy items with Vice President for Finance and Administrative.
  - Full-time staff hiring current state process map with Vice President for Finance and Administrative Services and College staff.
  - Policy #4213: Drug-Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus with Vice President for Finance and Administrative Services, Legal Counsel, Department of Public Safety staff, and departmental staff.
  - Safety Committee agenda and sub committees with Vice President for Finance and Administrative Services.
  - Special event insurance policies with Risk Management Consultant and Vice President for Finance and Administrative Services.
  - Title IX items with Vice President for Finance and Administrative Services.
- Records Management and Retention:
  - Approval of nonstandard retention periods for Business Office records with Accounting Group Manager.
  - Consent forms and electronic records with Director of Counseling and Accountability Assistant.
  - Informed Consent and Authorization to Exchange Information Form with Director of Counseling.
  - Job application records with Director of Human Resources.
  - Nonstandard retention deviations and student accommodation records with retention processing vendor and Accountability and Compliance Manager.
  - Record destruction process with retention processing vendor.
  - Record destruction with retention processing vendor and Accountability and Compliance Manager.
  - Record retention period deviations for grant records with Business Office staff.
  - Record series and record retention periods for payroll and tax records with Business Office staff.
  - Record retention period for student accommodation records with Texas State Library Archives and Commission (TSLAC) Analyst and Accountability and Compliance Manager.
  - Record retention periods for testing records with Student Assessment Center staff.
  - Record retention periods for vendor software application training manuals with Informational Technology staff.
  - Shelves installation at Technology Campus Portable 7A with Facilities Planning and Construction staff.
  - Student accommodation records with Director of Counseling.
  - Ten-year record retention period notification included automatically on Payroll Department's emails with Business Office staff.
- Title IX:
  - Maxient Case Notes with Title IX Deputy Coordinator and Dean of Student Affairs.
  - Cases with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Cases with Title IX Deputy Coordinator and Title IX Coordinator.
  - Items with Director of Human Resources.
  - Mock Hearing Training with ATIXA Partner, Title IX Coordinator, and Title IX Deputy Coordinators.
  - Mock Hearing Training event setup logistics with Facilities Operations and Maintenance staff and also with Digital Services Developer on audio system setup.
- Trainings/Webinars:
  - ATIXA Title IX Coordinator Level One: Foundations Trainings.

- Finding the Value in Data webinar.
- Microsoft PowerApps: Create a Canvas App from SharePoint webinar.
- Microsoft PowerApps: Essential Training-The Basics course on LinkedIn Learning.

- Other:
  - Alcohol use for the Culinary Arts Program with Dean of Business, Public Safety, and Technology.
  - Alcohol use within the College's Culinary Arts Program with Texas Association of School Boards (TASB) Legal Consultant.
  - Clery and Violence Against Women Act (VAWA) compliance assessment with the Public Safety and Transportation Services Manager
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Safety Team meetings.
  - Hiring process with Director of Human Resources, Staffing and Recruiting Manager, and departmental staff.
  - Institutional Effectiveness meeting with Analyst.
  - Institutional Effectiveness Analyst position with Search Committee members.
  - Mask enforcement with Dean of Student Affairs.
  - Policy #4213: Drug-Free and Workplace and Campus with Chief of Department of Public Safety and Compliance Coordinator.
  - Policy #4213: Drug-Free and Workplace and Campus with Public Safety and Transportation Services Manager.
  - Safety Committee meeting.
  - Search Committee meetings.
  - Weekly huddle meetings with staff departmental staff.

PROJECTS IN PROGRESS:

- Insurance:
  - Emergency Preparedness webpage updates.
  - General Safety Procedures.
  - Incident investigation reports.
  - Microsoft Power Apps Employee Incident Report.
  - Incident Reporting online system, forms, and website.
  - Property/Casualty Insurance Request for Proposal.
  - Student Insurance Request for Proposal.
  - Vulnerability Hazard Assessment.
  - Workforce Student Accident Insurance Report.
- Records Management and Retention:
  - College-wide shredding event flyer and notification.
  - December 2020 Destruction of Records Report.
  - December 2020 Document of Destruction approval.
  - Non-Standard retention periods and record series classification for Business Office records.
  - Premature destruction of local government records and retention processing vendor options.
  - Records Management Program Procedures updates.
  - Records Management Program PowerPoint.
  - Retention periods for Truth in Taxation records and Tax Abatement agreements.
  - Records Retention Inventory spreadsheet template.
  - Records Retention Inventory for Retention Centers.
- Title IX:
  - Title IX Case Study Meetings agenda.
  - Title IX Closed Case Letters mailout.
  - Title IX Mock Hearing Training logistics; event setup, attendee list, email notifications, reviewed scripts.
  - Title IX updates:
    - Title IX Advisor List.
    - Title IX Case Status Report.

    - Title IX Closed Case Letters.
    - Title IX Closed Case Report.
    - Title IX Complaint Resolution Procedures and flowchart.
    - Title IX Master Case List updates.
    - Title IX Transition Action Plan.
- COVID-19:
  - Centers for Disease Control and Prevention (CDC) guidance on COVID-19.
  - COVID-19 Campus Safety protocols updates to include new Centers for Disease Control and Prevention (CDC) guidance.
  - COVID-19 response plan.
  - Microsoft PowerApps COVID-19 Time and Effort Report.
  - Pandemic response plan.
- 87th Texas Legislature Regular Session:
  - 87th Texas Legislature Regular Session Matrix updates.
  - Review of current Texas House Bills affecting higher education.
- Other:
  - Attorney General guidance on consumption of alcohol for instructional purposes.
  - Compliance Assessment for Clery Act and Violence Against Women Act responses from Public Safety and Transportation Services Manager.
  - Finance and Administrative Services Policy Inventory list.
  - Full-time Staff Hiring Process Current State Process Map.
  - Hiring data analysis.
  - Policy #4213: Drug Free Workplace and Campus revisions.
  - Policy #6320: Prohibition of Drugs and Alcohol on Campus review.
  - Safety Committee Meeting agenda and minutes.
  - South Texas College Policy Inventory list.
  - State regulations and standard practices for peer colleges on taste and swallowing of alcohol.
  - Texas Alcoholic Beverage Commission (TABC) guidance on alcohol use for instructional purposes; researched Texas colleges and universities.
  - Texas Association of School Boards (TASB) Update 41 to the Community College Policy Reference Manual for any policies that may apply to the College.
  - Texas Senate Bill 18 Compliance Assessment questionnaire.
  - Texas Senate Bill 18 Freedom of Expression notification.
  - Worked on meeting minutes and agendas, monthly activity report, reviewed invoices, monitored Banner Workflow requests, prepared requisitions, and prepared work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged fifteen (15) 1,295 Forms with the Texas Ethic Commission.
- Attended April Finance Committee Meeting and Regular Board Meeting.
- Attended the Business Office AA Round Up Workshop - Invoice Payment Cycle.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting via teams to discuss the Accounts Payable regarding W9, Covid-19 Related Purchases, and Evaluation Committee.
- Entire staff completed Everfi Training - CoC: Workplace Conduct (pilot group).
- One staff member completed Ambassadors Cross-Training Academy.
- Participated in Search Committee for Grant Supervisor.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.

- Participated in the discussions for Food Trucks on campus, technology purchases for the open labs, Carl Perkins grant audit, and soliciting an RFP for the creative agency services with Public Relations.
- Participated in the Disposal of Scrap Metal discussions with the Division of Technology and Facilities Operations and Maintenance.
- Participated in the STC Presidential Search Committee Forums.
- Prepared and submitted the required documents for the Carl Perkins FY2020 grant audit.
- Prepared twenty-eight (28) contract renewal vendor notification letters for the April 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 twenty-four (24) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved six hundred seventy (670) online Banner requisitions.
  - Created or updated ninety-one (91) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved three hundred-one (301) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed six hundred fifty-five (655) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted four (4) new records and updated ten (10) 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.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 20-21-1030 Vehicle Maintenance and Repair Services
    - 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
    - Request for Proposals: 20-21-1041 Nursing & Allied Health Equipment and Supplies
    - Request for Proposals: 20-21-1045 Dual User Virtual Reality Welding Training Simulator II
    - Request for Proposals: 20-21-1046 Bond Counsel Services
    - Request for Quotes: 21-010 Pecan Campus Soccer Field – Backstop Installation
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 20-21-1041 Nursing & Allied Health Equipment and Supplies
    - Request for Proposals: 20-21-1042 District Wide Automatic Doors Phase IV
    - Request for Proposals: 20-21-1043 Regional Center for Public Safety Excellence Site Drainage Improvements
    - Request for Proposals: 20-21-1044 Pecan Campus Bldg. M Generator Replacement
    - Request for Proposals: 20-21-1045 Dual User Virtual Reality Welding Training Simulator II
    - Request for Proposals: 20-21-1046 Bond Counsel Services
    - Request for Proposals: 20-21-1047 Science Laboratory Supplies
    - Request for Proposals: 20-21-1048 Pest Control Services
    - Request for Proposals: 20-21-1049 Security Cameras
    - Request for Quotes: 21-010 Pecan Campus Soccer Field – Backstop Installation

- Fixed Assets Department:
  - Reviewed all assets purchased since April 1, 2021 as follows:
    - Adjusted seventy-six (76) assets in Banner for the month of April.
    - Approved forty-two (42) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed thirty (30) faculty/staff moves in April.
  - Completed three hundred fifty-three (353) deliveries (purchase orders and complimentary books) and three thousand one hundred sixty-two (3,162) packages/boxes.
  - Prepared ninety-eight pallets for auction purposes.
  - Prepared one-hundred twenty-one (121) pallets of surplus for recycling purposes.
  - Received and posted three hundred eighty-four (384) purchase orders in Banner.
  - Transferred/relocated seven thousand two hundred and forty-four (7,244) 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 - $400.66
    - Continuing Education - $3,711.85
    - Financial Aid - $1,576.41
  - Completed twenty-three thousand nine hundred eight (23,908) copies at the copy center for the month of April.
  - Mailed out a total of fifty thousand one hundred fifty-one (50,151) letters and of those two hundred and ten (210) letters were returned to South Texas College due to incorrect addresses.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resource Manager:
  - Human Resources department meeting, Discussion on Managers Update and sharing information on Director's Meeting was the topic of discussion.
  - Oracle HCM (Human Capital Management) Cloud Demo.
- Human Resources Information System (HRIS):
  - Attended the "Page Builder - HR Applications" meeting with the Application Development Department of Information Services and Planning division.
  - Faculty Staffing & Evaluators and Payroll & Compensation department members meeting to discuss the new project requirements to log the NOE's (Notice of Employment).
  - Met with NEOGOV employee import integration was demonstrated and user ID's and passwords, the records specifications were provided.
  - Met with the business office staff (Controller, Accounting supervisor, and specialist) and reviewed the "conversion of secondary contract types to overload" script testing.
  - Met with the Human Resources Director and Staffing and Recruiting Manager to discuss the EVERFI status and the schedule of going live.
  - Met with representatives from Academic Affairs division, Business Office, and Human Resources departments to discuss the digital signatures for NOE's (Notice of Employment forms).
  - Monthly BUG's (Banner Users Groups) meeting where a variety of Banner issues were discussed and information on Banner update schedule was provided.
  - NEOGOV Learn Meeting to discuss the status of the implementation and provide our feedback and questions.
  - NEOGOV Texas Customer Meet-n-Greet webinar. The topics discussed:
    - New COVID Policies and administration
    - Promoting Diversity through Hiring
    - How technology helped during the pandemic
    - Managing a partially remote workforce, and

    - All things NEOGOV.
  - Organized and attended the Oracle HCM (Human Capital Management) Cloud Demo.
  - Workday Webinar: Preparing for a Successful Project where colleges/universities that went live with Workday presented their ideas.
- Payroll/Compensation:
  - "Page Builder - HR Applications" meeting with the Application Development Department of Information Services and Planning division.
  - Academic Affairs Division Support Staff meeting via Teams on discussion on the general Notice of Employment (NOE) procedures and document preparation regarding the Notice of Employment submissions to the office of Vice President of Academic Affairs.
  - Compensation Procedures Training in-person to train on current compensation procedures with Compensation Specialist and Compensation and Payroll Manager.
  - Electronic Signatures for Notice of Employment (NOE) meeting via Teams to initiate the electronic signatures for Notice of Employment (NOE) and discuss status of DocuSign with Human Resources Department staff, Academic Affairs staff, and Business Office staff.
  - FY 2022 Staffing Plan Worksheet Review Process Meetings via Teams to discuss the review process done by Human Resources with Staffing and Recruiting Manager and Compensation and Payroll Manager.
  - Held Faculty Classification Title Training in-person to discuss the technical procedures on changing the faculty classifications in Banner with Compensation Specialist, Human Resources Payroll Specialist and Human Resources Position Control/Payroll Specialist.
  - Held Faculty Summer Leave Benefits Training in-person to review and cover proper documentation, summer payroll schedules, payroll calculations with the Benefits Manager and Human Resources Position Control/Payroll Specialist.
  - Held Overload Adjustment Training in-person to review and discuss procedures performed when needing to apply an adjustment to an Overload pay with Human Resources Payroll Specialists and Human Resources Position Control/Payroll Specialist.
  - Human Resources Hiring Meeting Process meeting #1 in-person to discuss possible modifications to the PeopleAdmin workflow based on the sample findings conducted by the Accountability, Risk and Compliance Department to better streamline the hiring process with Vice President of Finance and Administrative Services, Director of Accountability, Risk and Compliance, Compliance Manager, Compensation Specialist, and Compensation and Payroll Manager.
  - Interviews for the Human Resources Benefits Specialist position; interviews were held in-person.
  - Lecturer Hour Equivalent (LHE) workshop via Teams to discuss the procedures in place for Notice of Employment (NOE) back up documentation conducted by the Academic Affairs Division to assist Academic Affairs support staff in preparation and submission of the Notice of Employment (NOE).
  - Meeting with respective employee regarding Title IX process and on-going discussion regarding the matter.
  - Notice of Employment (NOE) Adjunct/Overload Log meeting via Teams to discuss the logistics of creating a log in SharePoint to assist Human Resources Faculty Specialists/Evaluators and Human Resources Payroll Specialist in maintaining a duo log for tracking purposes with Human Resources Information System Manager and Human Resources Information Systems staff, Staffing and Recruiting Manager and Human Resources Faculty Specialists/Evaluators and Compensation and Payroll Manager and Human Resources Payroll Specialist.
  - Nursing and Allied Health (NAH) Division Questions meeting via Teams on discussion on the Notice of Employment (NOE) procedures and document preparation regarding the Nursing and Allied Health (NAH) Division Notice of Employment (NOE) submissions to the office of Vice President of Academic Affairs.
  - Overload/Adjunct Notice of Employment (NOE) Log meeting in-person to discuss criteria of current log payroll has in place to log and track the Overload/Adjunct Notice of Employments (NOEs) with Human Resources Payroll Specialist and Compensation and Payroll Manager.
  - PepFCap Sequel Process meeting via Teams to discuss the script of converting the Faculty Load and Compensation (FLAC) secondary assignments to overloads with Business Office, Human Resources Information System Manager, Human Resources Payroll Specialist and Compensation and Payroll Manager.
  - Position Control Meeting in-person to discuss outcome regarding position control procedures performed at other colleges with Human Resources Payroll Specialist and Compensation and Payroll Manager.

- Respond to Notice of Employment (NOE) Questions meeting via Teams to review the questions from Academic Affairs support staff regarding Notice of Employment (NOE) procedures with Staffing and Recruiting Manager and Compensation and Payroll Manager.
- Review for Recommendation meeting via Teams with the Search Committee regarding recommendation of recommended candidate for the current Human Resources Payroll Specialist vacancy position.
- Salary Review meeting via Teams to discuss item in question with Compensation and Payroll Manager and Vice President of Finance and Administrative Services.
- Self-Care of the Mind and Body webinar offered by South Texas College Professional Development Department.
- State Employee Charitable Contribution Application Review meeting via Zoom to review applications submitted by organizations who were candidates to be part of United Way contributions with Human Resources Payroll Specialist and United Way representatives.
- State Employee Charitable Contribution Eligibility Refresher meeting via Zoom to discuss review guidelines on what qualifies to become an eligible organization with Human Resources Payroll Specialist and United Way representatives.

- <u>Staffing:</u>
  - "Caring for the Human in Human Resources" meeting hosted by CUPA-HR Lone Star Chapter Representatives.
  - Current processes discussion with Director of Human Resources.
  - Department procedures and pending matters with Staffing and Recruiting team.
  - General Support information on EVERFI program meeting, with EVERFI representative.
  - Hiring process meeting with Director of Accountability Risk and Compliance, Director of Human Resources, Accountability and Compliance Manager.
  - Interviews as Search Committee Member with Service Delivery Manager.
  - Letter of Appointment Renewal Notifications meeting for less than one-year faculty members with Director of Human Resources.
  - Meeting to discuss a new Human Resources checklist with Human Resources Director.
  - Meeting to discuss changes to the Application process and requirements with Vice President of Finance and Administration Services and Director of Human Resources.
  - Meeting to discuss Faculty postings with Human Resources Faculty Staffing Specialists/Evaluators.
  - Meeting to discuss new Human Resources guidelines for Human Resources.
  - Meeting to discuss Nursing and Allied Health Division questions.
  - Meeting to discuss responses to NOE questions by the Academic Affairs department with Director of Human Resources.
  - Meeting to discuss Trainer policies with Director of Human Resources and Director of Professional and Workforce Education.
  - Meeting with Staffing Specialists for staff position request follow ups.
  - Meeting with Staffing Specialists to train new Staffing Specialist.
  - Met with Staffing Specialists for job description review and approvals.
  - Page Builder meeting for Human Resources applications with Business Analyst.
  - Staffing Plan Spreadsheet review with Compensation and Payroll Manager and Director of Human Resources.
  - Trained Staffing Specialist and Human Resources Assistant on phase II of screening changes.
  - Trainer policies meeting with Director of Human Resources and Director of Professional and Workforce Education.
- <u>Benefits:</u>
  - ADA Pregnancy Webinar with Benefits Specialist
  - Held interviews for Benefits Specialist posting.
  - Meeting for Safety Committee.
  - Meeting for Teacher Retirement System Higher Education Members regarding TRS updates and deadlines.
  - Meeting for the Benefits Specialist posting pre-interview review

- Meeting with Business Office regarding Teacher Retirement System Report Grace Period for fiscal year 2022.
- Meeting with Counseling and Student Access Services regarding employee concern.
- Meeting with Office of Accountability, Risk & Compliance regarding new Incident Reporting implementation.

- Employee Relations (ER):
  - Interviews with applicants for the Human Resources Specialist – Employee Relations position.
  - Interviews with applicants for the Human Resources Specialist – Employee Relations position.
  - Meeting on follow up with employees related to Texas Workforce Commission (TWC) of potential fraud.
  - Meeting on potential Texas Workforce Commission (TWC) fraudulent claims with impacted employees'.
  - Meetings on the review of active complaints received with the Director of Human Resources.
  - Telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).

PROJECTS IN PROGRESS:

- Human Resources Managers:
  - NOE Workflows (direct wage, work study, and trainers).
  - Notice of Resignation Workflow.
- Human Resources Information System (HRIS):
  - After the Oracle ERP (Enterprise resource planning) demo, the vice president of Finance and Administrative Service (FAS) assigned HRIS (Human Resources Information System) with the task of gathering information from users on current system functions, third party systems currently used and any questions/request/desires they would have for the new ERP system.
  - Appended the user emails for staff in an excel file provided by Facilities Operations & Maintenance Department.
  - Communicated with Oracle Cloud Human Capital Management vendor and received further documentation for their other products.
  - Communicated with Steve Williams of NEOGOV Connect Team to set the training dates for the integration of the new LMS (Learning Management System).
  - Communicated with the reporting analyst for the Application Development department to set the times for upgrading and cloning the TECH8 Banner instance.
  - Continue to work with Business Office Payroll department to test the script to convert the secondary job assignments into overload assignments. The business office ran a full payroll.
  - Created a new folder and group in Banner Xtender application for the College auditors to allow them to review a copy of documents they are auditing. This way we do not have to provide them the physical documents. Once the review is done, the copy of the documents will be removed from the folder.
  - Created a report for last time a JCRE (Job Creation Code) was used report for Payroll.
  - Created a script for the Annual Survey of Public Employment and Payroll, provided the report to Payroll for their review and approval.
  - Created the Annual Survey of public employment & payroll script and report. Provided the report to the Payroll department for review and validation. Once the script is approved, it will be used for this quarterly report.
  - Extracted the Salary Data from HigherEd magazine and provided it to the Director of Human Resources and the Payroll and Compensation manager.
  - Gathered and sent to the Executive Administrative Assistant of Vice President of Finance and Administrative Services the Oracle Cloud Human Capital Management demo's agenda, screenshots and, any documentation provided by Oracle.
  - Modified the Fiscal year 2021 payroll calendar on the Human Resources website.
  - Provided a Benefit Eligible headcount report to Purchasing department.
  - Provided a list of all college departments to The Office of Professional & Organizational Development.
  - Provided a list of new hires between October 31 and 90 days back to the auditors.
  - Provided a recap of the NEOGOV meeting to the Director of Human Resources.

- Provided a report to Human Resources Director with current and past year's full-time and part-time employee counts.
- Provided an employee count by employee class report to Research and Analytical services (RAS).
- Provided an employee headcount report to the Business Office Accountant.
- Provided more documents and information to business office payroll for the FLAC job contract type conversion script they are testing.
- Provided New Hires report for the Office of Professional & Organizational Development.
- Provided the Apptrack applications processed report for the month of April.
- Provided the HRIS meeting recap to the Director of Human Resources.
- Provided the monthly Vacancy and Leave reports to the Vice President of Finance and Administrative Services.
- Provided the NEOGOV LMS (Learning Management Software) meeting minutes to the attendees.
- Provided the quarterly Multi-site worksite report to Human Resources Director.
- Provided the Supplemental employee data worksheet to the Director of Human Resources.
- Provided the terminated employees list (for the last three years) to the Benefits manager.
- Provided the Turnover rate calculation to the Director of Human Resources.
- Provided the update FLAC – LHE (Lecture Hour Equivalent) by term report to the Academic Advancement division.
- Provided the Vacant and Encumbered positions report for full-time faculty to Human Resources Staffing department.
- Researched and resolved the issue of why an instructor with an MFA (Master of Fine Arts) was not getting paid as with a Doctorate. The Staffing department was instructed how they can resolve the issue.
- Researched Ellucian documentation for the compensation manager's report request. This is still ongoing.
- Resolved applicant's PeopleAdmin issue for Staffing Specialist.
- Reviewed and approved the FLAC records for April.
- Updated all Argos FLAC scripts to accommodate the new JCRE codes (Job Creation) created by the payroll department.
- Updated both the work from home (WFH) agreement and time and effort entries documents and created a new Time and Effort Reporting app. A video demo was sent to both the Director of Human Resources and Vice President of Finance and Administrative Service for review and approval.
- Updated the Title IX Coordinator document on the Human Resources Website.
- With the new specs received from the Human Resources director and Benefits manager, created a new report for the auditors where a list of staff who have been assigned to TRS within 90 days from October 31, 2020.
- Worked unsuccessfully on NEOGOV SFTP (Secure File Transfer Protocol) site to upload the user data. Opened a ticket with their integration team.
- Worked with Director of Human Resources, Accountability, Risk, and Compliance manager, and the records technician on the specs of time and effort recording application.
- Worked with Human Resources Payroll specialist on gathering information and specs for the Annual Survey of public employment & payroll.

- <u>Staffing:</u>
  - Working on Hiring process for Mentorship program.
  - Working on Letter of Appointment Renewal for Faculty members.
  - Working on review of PeopleAdmin reimplementation.
  - Working on state of hiring process review.
- <u>Payroll/Compensation:</u>
  - Worked, completed and submitted the 2021 Annual Survey of Public Employment and Payroll. An Argos report was generated, along with specifications and criteria, in collaboration between Human Resources Payroll and Human Resources Information Systems for purposes of yearly survey submission.
  - Worked and completed first review of the FY2022 Staffing Plan Worksheets.

- Worked on updating the FY2022 Staffing Plan by updating the current and vacant faculty and staff positions for purposes of the ongoing FY2022 Staffing Plan process and upcoming Budget requests. This includes the Unrestricted, Restricted and Auxiliary Staffing Plan.
- Worked on performing a test payroll in collaboration with Business Office to determine net overpayment for a faculty resignation.
- Worked and completed testing on the new patches installed in Banner; worksheets regarding test areas were updated to indicate testing conducted.
- Worked on reviewing the Faculty Summer 2021 Pay Schedule and FY2022 Payroll Calendar.
- Worked on providing continuous training to Compensation Specialist regarding compensation procedures.
- Worked and completed Salary Review.

- Benefits:
  - Worked on providing documentation for Teacher Retirement System Audit for internal auditor.
  - Worked on Employee Retirement System Reconciliation Report for the month of March.
  - Completed 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.
  - Worked on Teacher Retirement System Service Verification forms.
  - Worked on Sick Leave Pool enrollments, donations and renewals.
  - Completed Creating Magic Report for the month of April.
  - Completed Employee Retirement System 1% Report for April.
  - Completed Employee Retirement System Retiree Report for April.
  - Completed the 457 Report for April.
  - Worked on updating COVID Matrix for Employee cases.
  - Worked on adjustments to GTVSDAX Banner screen for employee classes related to the Teacher Retirement System Report.
  - Worked on Prior Year Vacation extension report for fiscal year 2021.
  - Worked on Monthly and Semi-Monthly payrolls.
- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
- Systems/Reporting:
  - Visio charts:
    - Published: 0
    - Updated: 0
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 23
    - Resolved: 20
    - Currently Open: 0
  - PeopleAdmin Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0
  - EverFi Issues:
    - Assigned: 1
    - Resolved: 1
    - Currently Open: 1
- Report Development:
  - Worked on 24 reports this month:
    - 11 – Internal Report Requests
      - ⇒ 3 Human Resources – Payroll
      - ⇒ 4 Human Resources – Staffing
      - ⇒ 1 Human Resources – Benefits
      - ⇒ 3 Human Resources – Director of Human Resources

- 13 – External Report Requests
  - ⇒ 3 Academic Affairs – Vice President's Office
  - ⇒ 0 Executive Director for Resource Development, Management and Compliance
  - ⇒ 2 Finance and Administrative Services – Vice President
  - ⇒ 0 Office of the President – Open Records request
  - ⇒ 1 Research and Analytical Services
  - ⇒ 2 The Office of Professional & Organizational Development
  - ⇒ 2 Auditors
  - ⇒ 1 Business Office
  - ⇒ 1 Purchasing Department
  - ⇒ 1 Facilities Operations & Maintenance Department

HRIS			
Type of Access Provided	**Added**	**Modified**	**Removed**
• Human Resources - Administrative Assistant			1
• Human Resources – Assistant			
• Human Resources – Benefit Specialist	1	2	
• Human Resources - Benefits Specialist (DW)		1	
• Human Resources - Employee Relations Officer			1
• Human Resources - Employee Relations Specialist			1
• Human Resources - Faculty Staffing Spec/Eval		1	
• Human Resources - Payroll Specialist		1	
• Human Resources - Payroll/Position Ctrl Spec			
• Human Resources - Records Technician			
• Human Resources - Staffing Assistant			
• Human Resources - Staffing Specialist		1	
• Human Resources – Work-Study			
• Human Resources – Managers/Directors		2	
• FLAC - Users	5	2	2
• FLAC - Schedulers - Project Managers - Admins			
• External Users - Business Office	1		
• External Users - Police Department			
• Auditors	2		
Total Count	9	10	5

Faculty Staffing	**Count**
Position requests w/job descriptions	3
Positions posted	3
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees' forms requested	6
Search committees assigned	6
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	0
Review Adjunct/Dual Credit applications	3
New Hire Email Notifications:	
Faculty	0

Faculty Staffing	Count
Lecturers	0
Adjuncts/Dual Credit	0
Positions filled	0
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	0
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	7
SACS Audit Credential Review:	
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	12
Credentials entered in credential database Faculty/Staff	14
Vacancy Reports completed NOE course and Rate Review	1 50
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	35
E-Verify:	
Cases submitted	19
TNC cases	0
Form I-9:	
Banner entry/updates (PEAEMPL)	19
Requests:	
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	2
Applications:	

Support	Count
Processed Online	137
Processed Paper	26
Postings:	
Closed (Online)	14
On Boarding:	
New Hires	17
Transfers	5
Returning	7
Adjunct	0

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	40
Record Requests: External	5
Records Filed (by page)	1,094
Files Scanned & Indexed	634
New Hire/Active Personnel Files Prepared	0
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	1
Files Audited (by Records)	0
Special File Requests (HR Director, Auditor, etc.)	0
Special File Requests Returns Processed (HR Director, Auditor, etc.)	0
WFH - Activity Reports Received and Logged	574
Employment Reference Checks Logged	1
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention (purged)	0
Files Moved Back from Storage Room	0
WFH Automation Workflow and Front-end User System	Complete; pending approval from VP
WFH Automation – Index to Xtender	Under Review

Staffing/Staffing Support (Staff)	Count
Position requests	17
Job Descriptions reviewed and approved	15
Positions posted	22
Positions reposted	2
Positions extended	8
Positions canceled	1
Search committee forms requested	4
Search committees assigned	7
Hiring proposals reviewed (HR Staffing Review workflow)	12
Job offers	12
New Hire Email Notifications:	

Staffing/Staffing Support (Staff)	Count
Full-time staff	12
Part-time staff	14
Trainers	10
Positions filled	9
PeopleAdmin user updates	15
Advertisements placed (Monitor, Town Crier, etc.)	1
Resignations/Terminations:	
Full-time staff	11
Part-time staff	13
NOE's:	
Full-time temporary staff	3
Part-time staff (WS)	6
Part-time staff (DW)	48
Trainers	92
Temporary Agency Employees:	
Request	6
Replacements	0
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	251	50	TWC Claims	122	20
Fingerprints	67	3	Open Records Requests	6	0
DPS Driver Eligibility Checks	48	4			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	4
Internal Transfers	4
Benefits Credits/Collections	2
TRS ED Records reported	200+
TRS RR Records reported	11
TRS Prior Yrs. of Svc Verifications	2
Texa$aver 457/403B Accounts	4
Faculty (Adjunct, Temporary)	1
Exits	
Staff (Direct Wage, Part Time)	9
Full Time	3
Retirees	
FMLA Requests	
New	7
On-Going Cases	9

Benefits	Count
Closed	14
FMLA Intermittent Requests	
New	0
On-Going	10
Closed	0
Approved Leave of Absence	
New	1
On-Going	1
Closed	1
Workers Compensation Claims	
New	2
On-Going Cases	7
Closed	0
Tuition Reimbursement Applications Processed	1
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	22
Dependent	3
Promissory Notes	2
Sick Leave Pool Enrollment	40
Sick Leave Pool Termed	23
Sick Leave Pool Donations	282
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	0
ERS Changes	3
Vacation Settlement Worksheets	5

Payroll	Count
PDR Notifications	245
Direct Deposit Transactions	5
Full Time	11
Direct Wage/Work Study/Trainer	
Resignations	
Full Time	8
Direct Wage/Work Studies	8
Garnishments	51
State Charitable Deductions	82
TXOAG Reporting	17
Payroll DOC/ADJ/SLP Worksheets	

New Hires, Rehires, Transfers	
Name Changes	1
Address Changes	3
Form W-4 Changes	33
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	23
TWC	3
Letters sent	1
Phone Calls	15
Cell Phone Stipends	1
Adjunct Leave Forms	0
NOE	2
Letters of Appt Verification and Matching	0
Direct Wage	33
Work Study	5
Adjunct	5
Overload	77
FLAC Dual Credit assignments reviewed	178
FLAC entries reviewed and applied	177
Trainers	94
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	1
Faculty Classification Changes	3
Special Assignments	5
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	24
Staff Special Assignment	0
Large Class Payments	13
11/12 Salary Pay off	0
Educational Increase	1
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions:	
Approvals	7
Hiring Proposals	10
Payroll Worksheets	17
Move Request Updates	31
Monthly Online Department of Labor Employee Count	2,025

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

Other:

- Corrected inactive addresses due to Banner Self Service changes for purposes of April pay checks.

Academic Affairs

SOUTH TEXAS COLLEGE

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:	MAY 20, 2021
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2021 – APRIL 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in the Texas Pathways Institute #3. April 5-23
- Met with Faculty Senate Executive Committee, April 6
- Met with OPOD team to discuss the offerings for Summer/Fall meeting with OPOD, April 7
- Met with Dean's to discuss Workforce Reduction questions raised by faculty, April 8
- Held a division meeting with IE Plan Developers to discuss the new IE Framework for instructional units, April 9
- Met with Dr. Reittinger and the new recommend chair (Brent Angangan) for the Kinesiology department, April 9
- Met with Fernando, Juan Carlos Aguirre. Music team to discuss a CE music certificate. April 13
- Presented to Finance and Human Resourced Committee regarding establishment of Late Cancellation Fee for the Dual Credit Sections Assigned to STC faculty, April 16
- Attended a meeting to discuss Graduation, April 21
- Met with team to discuss - Guitar Non-Credit Certificate, April 21
- Hosted LHE Workshop for NAH Support Staff and Chairs, April 22
- Mid Valley Advisory Committee Meeting, April 22
- Hosted Workshop for Academic Affairs support staff, April 23
- Attended Convocation Planning Meeting, April 23
- Presented at Planning and Development Council, April 23 ready for EWDC on May 11, 2021
    - Production, Logistics & Maintenance Non-Credit Certificate
- Hosted Academic Council Meeting, April 26
- Held several meetings with Academic Leadership Team

PROJECTS COMPLETED OR IN PROGRESS:

- Academic Affairs Risk Management Plan
- Classroom Inventory Report and Classroom Usage Report
- Continue working on Faculty Cost analysis
- Coordinating a Process Review of Bachelor Programs recruitment
- Coordinating STC & UTRGV collaborative activities
- Developing a process to recruit and hire online faculty
- Developing guidelines and templates for the division

- Developing the Handbook of Operating Procedures Template
- Implementing Action Plan for 2020-2023 Academic Affairs Strategic Priorities
- Implementing Guided Pathways Project
- Implementing the Major priorities and COP for the division
- New Program Development Proposals
- STC Competency-Based Program Development Manual
- Updating all manuals and reports for the division
- Working on Developing a GUIDE for each Meta Majors
- Working on NAH process and procedures to update the pay plan
- Working on scheduling dashboard
- Working with Continuing Education and Industry Training processes for utilizing Distance Learning to develop online modules
- Getting ready for the LHE workshop for NAH division to review the calculation of LHEs and contact hours for NAH courses
- Finalizing the Interlocal Agreement for Dual Credit Program and submitted for final feedback
- Creating an open forum to answer questions regarding the faculty ranking system
- Collecting candidates for Search Committee Training
- Continue working with Bradley Davis to review Academic Affairs Institutional Effectiveness Plans and Comprehensive Operational Plans for the division
- Continue working with Deans to develop a list of departments that will go through review for possible workforce reduction for Fall 2021
- Developed the narrative the Late Fee for the Dual Credit Sections Assigned to STC faculty
- Finalized the search for the Starfish Administrator Search Activities and submitted recommendation
- Finalizing Academic Affairs Institutional Effectiveness Plans and Comprehensive Operational Plans
- Finalizing the Interlocal Agreement for Dual Credit Programs
- Monitoring the Summer and Fall 2021 semester course offerings
- After Board approval, distributed Message from CAO to ISD regarding the Late Cancellation Fee
- Monitoring the budgets for the instructional pools for FY 21
- Monitoring the Summer and Fall 2021 semester course offerings
- Preparing for the Board Committee meetings
    - EWDC: Ballet Folklorico & Expansion of MV campus
    - FHR: Proposal: Late Cancellation Fee for Dual Credit Sections assigned to STC faculty
- Preparing for the Open Forum to answer questions regarding the faculty ranking system
- Reviewing the prospect of joining NACEP to co-sponsor the next Dual Credit Program Conference
- Worked with Dr. De Leon to develop a response to Assistant Principal from Edcouch Elsa regarding faculty cost for two English sections
- Working on the Budget and Staffing Plan for FY22

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

DIVISION DEAN'S REPORT:

- Meeting to discuss CBE programs and SACSCOC Requirements, April 5
- Meeting to update on the DHSI grant and partnership with InsideTrack, April 5
- Visit to the Virtual Reality Lab to discuss progress by Educational Technologies, April 5
- Grant Initiation Meeting for the Building Construction Trades Grant application, April 6
- Meeting to discuss Dual Credit testing for AWS Certifications, April 7
- Virtual Evaluation of RFP for Welding simulator, April 7
- Visited RCPSE and met with Program Chair for Public Safety and RCPSE Director, April 7
- Starr County Campus Welding Expansion Project meeting with architect, April 8
- Deans meeting, April 8, 2021.
- Pharr EDC Foundation Regular Board meeting, April 8

- LRGV-AIA Golf Tournament Planning Committee Meeting, April 8
- IE Plan Development meeting, April 9
- Meeting to discuss Perkins Site Visit, April 9
- Building Construction Trades webinar, April 9
- President's Administrative Staff Team meeting, April 9
- Cosmetology Program Development meeting with Program Developer, Program Developer Assistant, and Curriculum Director, April 12
- Discussion with Public Relations & Marketing to discuss BPST Division Open House, April 13
- Discussion on Digital Marketing with Program Assistant for Music Department Gilbert Cruz, April 13
- Meeting to discuss Department Chair responsibilities for Fall 2021 for the Culinary Arts Program, April 13 and for the Design & Building Technologies Program, April 15
- Presentation to STC's Board of Trustees Education and Workforce Development Committee, April 13
- Building Walk-through to discuss possible course offerings for Building Trades programs in Mission, April 14
- Meeting with Medical Resource Group, April 14
- Virtual Site Visit and Desk Review from THECB for Perkins Basic Grant with South Texas College, April 14
- Discussion of Interlocal Agreement updates, April 15
- Kenedy Scholarship virtual recognition of recipients, April 15
- Graduation Message recording with PR & Marketing, April 16
- Discussion of Perkins Leadership Grant application, April 16
- Discussion of Micro-grant for OSHA testing and EPA testing, April 16
- Teach for America Honor Roll Gala, April 17
- Meeting update for the Indoor Firing Range at the RCPSE, April 19
- Walk-through of Office Administration labs, April 20
- Kick-off for the We Persist Campaign planning, April 20
- Department chair interviews for Fall 2021, April 20 & 21
- Meeting with Weslaco ISD to discuss dual credit equipment for Automotive and Diesel Programs, April 21
- Meeting with PSJA ISD to discuss dual credit equipment for Automotive Program, April 21
- Discussion on apprenticeship programs at south Texas college, April 22
- Introduction visit from Bellevue University, April 22
- Reviewed scholarships at the Pharr EDC, April 22
- Graduation photos with Culinary Arts graduates, April 23
- Volunteered at LRGVAIA (Lower Rio Grande Valley - American Institute of Architects) Annual Golf a tournament to raise funds for scholarships, April 23
- Attended PDC, April 23
- Farewell Event for Daniel Ramirez, Director of Public Relations and Marketing, April 27
- McAllen ISD Superintendent and High School Principals visit Tech Campus, April 28
- Budget meeting to discuss the TWC Grant for Electrician Program and Plumber Program, April 28
- Meeting to discuss Department Chair responsibilities for Fall 2021, Apri 28
- Meeting discussion with Roma ISD for dual credit program needs for the Automotive Program, April 29
- Update on Cosmetology Program Development progress, April 29
- Training Discussion on incarcerated students at the Hidalgo County jail, April 29
- Pharr EDC Foundation Scholarship Awards Ceremony, April 29
- Tech Campus Master Plan and discussion of Building A and Building B, April 30
- Discussion of CIP projects for RCPSE lighting and fencing, April 30
- Mid-Valley Renovations Discussion for Workforce Programs, April 30

Project Manager

- InsideTrack Meeting, April 5
- Educational Technologies Meeting in VR Lab, April 5
- Faculty Internship Requirement Discussion with BPST Dean, April 5
- American Welding Society (AWS) Meeting with Continuing Education, April 7
- Faculty Internship Checklist Discussion with BPST Secretaries, April 7

- Regional Center for Public Safety Excellence meeting with Director & Law Enforcement Program, April 7
- Starr County Welding Lab Expansion with Planning & Construction Meeting, April 8
- BPST Division Leadership Meeting, April 8
- Meeting with PR for web development-Continuing Professionals Industry Training (CPIT), April 9
- IE Plan Development, April 9
- Perkins Site Visit Requirement Preparation, April 9
- Business, Public Safety & Technology Meeting with PR, April 13
- Building Con Trades (Planning) Meeting with Grants Office, April 15
- Kenedy Scholarship Virtual Meeting with Recipients, April 15

- Interview Committee, April 16
- Kickoff meeting with Image House Media to discuss requirement for CTE programs, April 21
- Meeting with Grants Office to build TWC grant application with Electrician Technology program, April 22
- Meeting with Grants Office to build application for TWC-Building Construction Trades Grant for Electrician Technology Program, April 26
- College Safety Committee Meeting, April 26
- Preparations Meeting for McAllen ISD Tour, April 27
- Image House Meeting with Grants Office. Planning stages for promoting BPST CTE programs, April 27
- Faculty Internships Discussion with Grants Office, April 27
- McAllen ISD Visit Presentation and Tour, April 28
- Meeting with Grants Office to build budget for TWC-Building Trades Grant for Electrician Technology Program, April 28
- Planning stages for project: Law Enforcement Automation of Escrow Credit, April 29
- AEDT Faculty Search Committee Meeting, April 29
- Mid-Valley discussion for submitted CIP's: Electrician, Welding, and Automotive, April 30

Director of the Regional Center for Public Safety Excellence

- Meeting on online application project with IT risk and security, April 5
- Integrated Drug and Contraband Interdiction Course at RCPSE, April 5-7
- Submitted evaluations of all AA applicants to HR, April 5
- Preparation for course presentation for Telecommunicator Course, April 6
- Meeting with Maintenance personnel/engineer on installing a Chiller at RCPSE, April 7
- Meeting with BPST Dean on updates at RCPSE, April 7
- Interviews for AA position, April 8 & 9
- Zoom meeting with Technology personnel on department updates, April 8
- Meeting with facilities testing the asphalt on the recent reconstruction of the city scape, April 9
- Zoom meeting on preview of online registration of students enrolled in C.E. courses, April 9
- Discussion with Continuing Education Department on MOU'S, April 14
- Discussion with DPS on possible training course, April 15
- Completed background checks on Administrative Assistant position, April 15
- Request from Mission P.D. for a Letter of Support by STC, April 15
- Assets Verification, April 15
- Received Certifications for Fire courses at RCPSE, April 15
- Submitted Hiring Proposal documents to HR for Administrative Assistant position at RCPSE, April 16
- Meeting Interim President regarding Indoor Range update, April 19
- Coordinate with Bexar County Sheriff's Office Recruiting Event at RCPSE, April 19
- Submitted cost estimate for board approval on use of Fire Car training, April 20
- Distributed emails to fire chiefs regarding invitation to see Fire Car, April 20
- Coordinate Fire Car promotional event at RCPSE, April 21
- Contacted Continuing Education on training courses for Telecommunicator course, April 21
- Dean from Library & Learning Support Services advising of a new specialist at RCPSE, April 21
- Meeting with Facilities, Planning & Construction Project Manager and PBK on Indoor Range, April 21

- Meeting regarding IE Plan submission, April 26
- Emailed training information to CBP, April 27
- Contacted by Border Patrol on use of facilities, April 27
- ATT grant purchase of books for course, April 27
- Emailed training information to McAllen ISD, April 28
- Request from vendor fire car minor repairs, April 29
- Brooks county requesting training/coordinate such, April 29
- IE plan completion/submission, April 29
- Meeting CIPS for RCPSE met with Facilities, April 30

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended video recording session for AMT program's "Meet my instructor" where each faculty member recorded a brief biography to share with students, April 6
- Met with local entrepreneur to discuss design changes for a fishing mold, April 8
- Attended BPST Division Leadership Meeting, April 8
- Visited CINCH Connectivity facility to discuss potential of training cohort and creation of CINCH Academy for dual students in Capstone courses, April 9
- Attended IE Plan Development training, April 9
- Faculty Learning Community Training. The training focused on 4-axis Vertical Machining at Weslaco CTE center, April 16
- College-Wide Curriculum Committee meeting, April 20
- STC/PSJA ISD, Dual Credit CTE meeting, April 21
- Assisted in McAllen ISD tour of AMT Program Machining Lab, April 28
- Visited CINCH Connectivity facility to meet with plant manager and review needs. Conducted machine audit for summer machine setup, April 29
- Recorded commencement congratulations video for graduates, April 30

Architectural & Engineering Design Technology

- Department Chair and Assistant Chair attended IE Plan Development – Academic Departments, April 9
- Meeting with BPST Dean to discuss Department Chair assignment, April 6
- Meeting with Ed Tech in VR Lab, April 5
- Assistant Chair attended Maker Space Planning Meeting w/ Open Labs Logistics Manager, April 8
- AEDT Department meeting, April 9 & 16

- Coordinated with AEDT faculty the schedule for the LRGV-AIA fundraising event, April 12
- Sent out reminders to all Dual faculty about the upcoming workshop and coordinated with workshop presenter, the topics and needs to address in the session, April 12
- Coordinated with NSF Grant's representative for Budget meeting dates and the dates for another meeting for a possible collaboration on a Virtual Reality project, April 13
- Attended the Kenedy Scholarship Recipient's Virtual Recognition meeting, April 15
- Assistant Chair attended AEDT Lending Library Flyer Development Meeting with staff, April 15
- Attended virtual symposium: Blackboard Digital Teaching Symposium, April 16
- AEDT Faculty participated in the Dual Credit Professional Development Workshop by AEDT Instructor, April 16
- Department participated in the STC Graduation Commencement Departmental video message for Spring 2021 graduates, April 16
- Worked on Geospatial Engineering Technology Program Development, April 16, 21 & 30
- Department Chair prepared Search Committee documentation for AEDT Full time faculty position, April 19
- Assistant Chair attended BPST Emergency Evacuation Plan Meeting with BPST Dean, April 20
- Department Chair and Associate Professor attended Professional Development: The Nuts and Bolts: How to Work Open Educational Resources, April 20

- Assistant Chair attended College-Wide Curriculum Committee Meeting, April 20
- Assistant Chair and Associate Professor attended Faculty Senate Salaries & Benefits Committee Meeting, April 22
- Assistant Chair attended BPST Virtual Reality Lab collaboration with Digital Signage and Classroom Technology Specialist, April 20 & 21
- Department Chair and Associate Professor attended SACSCOC Proposal Meeting and submissions, April 20-23
- Department Chair and Associate Professor attended ASCE RGV Lunch and Learn, April 21
- AEDT volunteer assistance to the Lower Rio Grande Valley American Institute of Architects (LRGV-AIA) for a fundraising Golf Tournament at Tierra Santa in Weslaco. Faculty and students assisted with registrations, photography, and videography to document the event, April 23
- Met with Architectural Project Manager of Sam Garcia Architects to discuss employment opportunities for AEDT students, April 26
- Department Chair and Assistant Chair attended Prep Meeting for McAllen ISD Tour, April 27
- Attended AA/FM Roundup, April 27
- Department Chair and faculty attended A&M Kingsville Civil & Architectural Engineering Event, April 27
- Ed Tech VR lab Testing, April 27
- McAllen ISD Presentation and Tour, April 28
- STC Jaguar Connection Day Weslaco CTE JCD, April 28
- STC Program Presentation for Advisors, April 28
- AEDT Faculty Search Committee Meeting, April 29
- Program Chair and Faculty participated in the STC Pre-Commencement Celebration, April 29
- STC VR/UTD Introduction meeting, April 30
- AEDT Departmental Professional Development -Makeup Session for Dual Instructors, April 30
- Program Chair & Department Congratulatory Videos for our Graduates, April 30

Automotive/Diesel Technology

- Program Chair met Fix operation Director and Bert Ogden Motors Mission Chevrolet Service Manager, to discuss practicum student's progress, April 26
- Instructor attended the Program Presentation for Advisor Meeting, April 28
- Program Chair attended the STC/ Roma ISD – Dual Credit Automotive Program Equipment meeting via zoom, April 29
- Instructor assisted with the Jaguar Connection Day, advising Weslaco ISD, April 29
- Instructor attended McAllen High School Career Fair, April 29

Business Administration (BA) – Academics and Careers

- Attended Council of Chairs meeting, April 6
- ACCT 2401 OER Development meeting, April 6
- BPST Division Leadership meeting, April 8
- IE Plan Development meeting, April 9
- Fall 2021 A.C.T.A graduation ceremony-Surprise video, April 12
- Culinary Arts grillin' vs. chillin' challenge at Pecan Campus, April 13
- UTRGV Virtual Transfer Advisor Update, April 13
- IE Planning Focus Group Teams Meeting, April 14
- The ECON 2301 OER Development meeting, April 14
- ACCT Advisory Committee Teams Meeting, April 14
- Business Administration, Accounting, Human Resources, Economics Departmental Teams meeting, April 15
- Create and Collaborate Using Padlet Teams Meeting, April 16
- the Virtual Career Exploration Zoom workshop, April 16
- Open Forum: Faculty Q&A Session-Faculty Ranking, April 16
- the Human Resources IE Plan Microsoft Teams meeting, April 19
- College-Wide Curriculum Microsoft Teams meeting, April 20

- CTE Spring Advisory Committee Microsoft Teams meeting, April 21
- the Binational Symposium Microsoft Teams meeting, April 21
- Economics OER Plan Microsoft Teams meeting, April 22
- IE Plan Development Workshop meeting with Director of Institutional Effectiveness, Assessment and Accreditation, April 22
- the ACTA Ceremony via Teams, April 29
- Spring 2021 CTE Advisory Committee Meeting, April 30
- Marketing Advisory Committee Meeting via Teams, April 29
- Presentation for Advisors via Teams, April 30
- BA Careers Department Chair made a video via Teams for graduation ceremony, April 30

Culinary Arts

- Council of chairs, April 6
- Behavioral Intervention Team (BIT), April 7 & 21
- FACT Training, April 9
- Capstone students prepared meals for welding certification, April 12-15
- Virtual Career Exploration Workshop, April 13
- Cooking Spot "Grillin' vs Chillin', April 13
- FACT Training, April 16
- High School Presentation Video, April 16
- Meeting with FUMC on community partnership, April 19
- Meeting with Grant Department on Possible Funding Opportunity, April 20
- Culinary Arts Graduation Celebration and Photo Shoot, April 23
- PDC, April 23
- OPOD Advisory Board Meeting, April 30
- Program Presentation for Advisors, April 30

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

- Continued internal process to apply for RFA 32021-00010 Building Construction Trades grant, April 5-9
- Coordinated development of CBE course for the Design and Building Technology programs, April 5-9
- Department Chair and Electrician Assistant instructor attended Building Construction Trades Planning Meeting, April 6
- Attended Council of Chairs meeting, April 6
- PSJA CCTA HVAC Equipment meeting. Meeting with PSJA ISD staff to discuss potential options for the relocation of HVAC equipment, April 7

- Attended Program Coordinator meeting, April 7
- Completed summary of software and space usage for BPST Dean, regarding Electrical Technology lab request/CIP at the Mid Valley campus, April 8
- BPST Division Leadership Meeting, April 8
- Preparation for THECB Perkins grant desktop review, April 9
- Attended IE Plan Development meeting, April 9
- Department Chair and Electrician Assistant instructor attended Building Construction Trades (TWC Webinar), April 9

- DBT Department Meeting, April 9
- Electrician Assistant students participated with the City of McAllen "Walking with Dinosaurs" community project. The students help electricians from McAllen Convention center wire light poles and run power from utility transformer to disconnect and power panel, April 4-9
- Continued internal process to apply for RFA 32021-00010 Building Construction Trades grant, April 12-16
- Preparation for THECB Perkins grant desktop review, April 12-14
- Submitted website changes for the newly developed Facility Maintenance OSA, April 14
- HVAC instructors attended CBE Course Review meeting, April 14

- Guest speaker from Automated Logic Controls stopped by and talked to HVAC students on work experiences & job opportunities, April 14
- Submitted Interview Search Committee for HVACR Instructor position, April 15
- Attended Department Chair goals meeting, April 15
- Building Con Trades Planning Meeting, April 15
- Department Chair, HVAC, and Electrician Assistant instructors attended Kenedy Scholarship Virtual Meeting. Awarded scholarships to 15 students, April 15
- AEDT departmental meeting, April 16
- Submitted amendment for microgrant EPA/OSHA certifications, April 16
- Micro Grant-OSHA 10 HVAC meeting, April 16
- Attended SACSCOC Presentation Meeting, April 16
- Advisory Committee Meetings for Electrician Technology program, April 16
- Completed presentation for Hidalgo County building in Mission Texas on proposed program involving HVAC, Construction, Electrical, and possibly Plumbing, April 26
- Assisted the Continuing Education department in the development of a new Plumbing program, April 26
- Completed Prior Learning Assessment for the Continuing Education department. Credit for students completing OSHA 10 and EPA exams, April 26
- Evidence Based Tiers Review for BCT grant, April 26
- Tech Campus - Building E - Solar Panel Structure – CIP with Facilities, Planning, and Construction, April 26
- Academic Council Meeting for BPST Dean, April 26
- Worked with BPST Dean and PR gathering instructions to be interviewed for "Pandemic Causing Job Seekers to Pivot to New Careers". HVAC faculty to potentially participate, April 27
- Coordinated Program Presentation for Advisors for all DBT programs. April 27
- Prep Meeting for McAllen ISD Tour, April 27
- STC Board meeting, walk through of the Starr County Campus, April 27
- Presentation to McAllen ISD. Walk through of BPST programs at the Technology Campus to McAllen ISD Superintendent and Principles, April 28
- Budget meeting for BCT grant, April 28
- 2021-2023 Design and Building Technology IE Plan meeting with IEA, April 28
- HVAC Program Coordinator attended Teams Program Presentation for Advisors meeting, April 28
- Attended and presented at Construction Supervision Advisory Board Meeting, April 29
- AEDT Faculty Search Committee Meeting, April 29
- Controls Course Ideas meeting with HVAC faculty, April 30
- Mid-Valley Renovations Discussion with Facilities, Planning, and Construction, April 30

Law Enforcement and Fire Science

- Academy class participating in Pharr Police Department's Blood Drive, April 7
- Academy class at a Pharr Police Department tour, April 7
- Police Academy Recruitment Event at Weslaco PD, April 8
- Fire Academy had Vehicle Extraction training, April 8
- Conducted 9 interviews with prospective applicants for our full-time and part-time police academies, April 12-16
- Instructor familiarization with FireBlast Car Fire Prop, April17
- Met with Pharr PD regarding information needed for their Commission for Accreditation for Law Enforcement Agencies (CALEA) application process, April14
- Pharr Fire Department Hazardous Materials Training with Fire Cadets, April 27
- New Car Fire Prop Training with Cadet Class, April 28

Office Administration

- Working on Recruiting
  - Instructor participated in the Zoom recruiting with Roma High School/Rio High School/Grulla High School
  - Instructor participated in the UTRGV HEP Program Zoom presentation, April 2
- Instructors attended the Updated Faculty Advising Training – Session #6, April 9
- Chair attended IE Meeting, April 9

- Council Chair Meeting, April 6
- BPST Division Leadership Meeting, April 8
- Instructor contacted four high schools and Region 1 for Zoom Recruiting Presentation, April 26
- Held Departmental Meeting, April 27
- Attended Faculty Senate Meeting, April 27
- Presented to Advising Department, April 30

Public Administration

- Participated in the Virtual Google Sharyland ISD Lunch and Learn Mentor Program meeting with staff and public service interested students. Provide information on program certificate and associates, April 14
- Presentation via Zoom to TSTC Migrant High School Equivalency Program. Provided information on program certificate and associates as well as general STC admissions information, April 15
- Participated in the Virtual Google Sharyland ISD Lunch and Learn Mentor Program meeting with staff and public service interested students. Provide information on program certificate and associates, April 28
- Held Public Administration Advisory Committee Meeting via Zoom with committee members. Provided Program update and upcoming goals and objectives for the program, April 29

Welding Technology

- Students began American Welding Society (AWS) Testing, April 5
- Faculty preparing Welding coupons for Bend Test as per the Accredited Test Facility (ATF) Standards, April 5-9
- Starr County Campus Welding Lab Planning Meeting, April 8
- American Welding Society (AWS) Welding Seminar at the Technology Campus, April 11-15
    - Department Chair and Assistant Chairs participated in the welding seminar for AWS Code Clinic
    - Assistant Chairs will take their AWS Part B exam in Dallas, TX on April 17
    - Department Chair will test May 8 in Louisiana

- Participated in the College Wide Meeting regarding updates and presentations, April 20
- Advisory Board meeting for La Ferial High School CTE Dept., April 20
- AWS Testing – Coupon Preparation, April 21 & 22
    - Welding faculty assist the Certified Welding Inspector (CWI) with the coupons in order for them to be ready prior to bending.

- Welding faculty prepared a tool for the Culinary Department. Students from the culinary department will be presented with their very own grill cleaning tool. The "Onion Stabber" was constructed in class with a few of the welding students and the faculty. Students constructed a 3/8 rod with a spiral handle; at the end it had a bell with a spike which enables the onion to remain in place as the chef cleans the grill in preparation for cooking, April 22

- Program Chair presented to Hidalgo juniors the Structural and Combination Certificates and Associates degree during the Hidalgo Early College Presentation and a virtual tour of the shop and Q&A session, April 23
- Department Chair met with ACE-IT Project Coordinator to discuss the CBE coursework with San Jacinto College, April 27
- Attended the South Texas College Advisor Update, April 28
- Attended Weslaco High School CTE / Welding Fair, April 28
- Attended McAllen CTE Dual Enrollment Planning Meeting, April 29
- Mid-Valley Campus Student Project Completion, April 29
- Attended the Mid-Valley Campus Planning Meeting with BPST Dean to discuss the expansion for various programs.

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the opening Plenary of Institute #3 of the Texas Pathways Project.

- Continued preliminary discussions with representatives from the THECB, along with the Math Department Chair, regarding a potential Dev-Ed-focused grant opportunity.
- Participated in the LEAP Texas Webinar on the revised SACS-COC Substantive Change Policy.
- Led the College's Team Strategy Session #1 of the Texas Pathways Project.
- Participated in and coordinated Week 2 activities for the College for Institute #3 of the Texas Pathways Project.
- Served on the IE Analyst Search Committee in interviews.
- Facilitated Week 3 activities for the College's team at the Texas Pathways Project Institute #3
- Met with the IE Analyst Search Committee to finalize a recommendation for hire
- Attended a webinar, hosted by Mentor Collective, on "The Road Ahead Through an Equity Lens: Helping Texas Students Win"
- Attended the College's "Art and Memory" Conference, co-hosted by the Departments of Art, History & Philosophy, and World Languages, April 22
- Webinar on "Competency Based Education and Regional Accreditation"
- Facilitated a discussion and Q&A with the Music Department to assist in the recommendation of a new Department Chair
- Met again with representatives from Mentor Collective, to discuss a new peer-mentoring cohort opportunity for two-year institutions
- Completed all Chair evaluations in the Liberal Arts Division, April 26-29
- Participated in the summative discussion and review of the CIP for the Dance space at Pecan Plaza, April 28
- Dual Credit Pathways "Mission & Goals" Action Planning Committee meeting, April 28

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Department Chair completed Faculty Rating form. Apr 5 - April 9
- Coordinated Student Art Exhibition. April 5 - April 9
- Attended Council of Chairs meeting. Apilr 6
- Met with Ms. Delia Magdaleno and Dr. Andres Molina-Ochoa regarding the Art and Memory Conference for later this month. April 8
- Finalized Student Exhibition event and virtual reception. April 12 – 16
  - Available at: https://www.southtexascollege.edu/art-gallery/

- Created Youtube event, Ecamm links, and flier for April 22nd Art and Memory Conference. April 16
  - Available at: https://www.youtube.com/watch?v=70B0uAcD_po
- Attended Teaching and Learning meeting in support of Guided Pathways. April 16
- Open Forum Meeting with VPAA. April 16
- Compiled NACEP accreditation documents for the Department. April 12 – 16
- Deposited private donation ($375) used to fund award winners for next week's Student Art Exhibition, April 20
  - Available at: https://www.southtexascollege.edu/art-gallery/

- Creation of Intro for Art and Memory Conference. April 17 – 20
  - Available at: https://youtu.be/70B0uAcD_po?t=1
- Finalized production of Artists Videos for Art and Memory Conference. April 17 – 21
  - Available at: https://youtu.be/70B0uAcD_po?t=4138
- Created flier for Art and Memory Conference including all participants and event links, April 17
- Collaborated with History, Philosophy, and World Languages Departments for Art and Memory Conference 2021. The conference currently has 357 views on YouTube, April 22
- Chair and several Art Faculty participated in judging of Congressman Cuellar's Congressional Art Competition, April 23 – 25
- Met with Ms. Phyllis Leverich, Ms. Heaven Mendoza, and Bellevue University representative concerning curriculum and articulation, April 24
- Created and submitted a video of Art Department faculty congratulating our graduates. April 30

- Coordinated with Student Show award winners to have them submit videos describing their artwork. Videos were edited and premiered during the student exhibition reception. April 26 - 28
  Available at: https://youtu.be/h-Odbb-gunI?t=1418
- Created introduction video for student exhibition. April 26
- Formatted content in Ecamm in preparation for live stream of student show. April 29
- Announced award winners during live virtual reception of our 2021 juried student exhibition. April 29
  - Available at: https://www.youtube.com/watch?v=h-Odbb-gunI
- Finalized and submitted IEP. April 26
- Art faculty finalized juror forms in support of Congressman Gonzalez (Texas-15) 2021 Congressional Art Competition. April 26
- Attended evaluation meeting with Dean Nelson. April 27
- Bellevue University meeting with Art faculty to discuss how our 60 SCH can transfer to Bellevue's 120 SCH. April 30

Drama Department

- Final edits for the Drama Department's production of *Cypress Video*, an adaption of *Othello*, co-written by Ms. Marcela Garza, Drama Faculty, and Mr. Connor Lara, Drama major, are being completed. The production will be released onto YouTube on Friday, April 16th.
- Ms. Daniela Rodriguez edited and released a new episode of *Let's Talk Theatre* featuring Johnny Joe Trillayes, PSJA Southwest Theatre Director.
  - Episode is available at: https://youtu.be/Dq_8B4gyD3M.
- The Drama Department's production of *Cypress Video*, an adaption of *Othello*, co-written by Drama Faculty and Drama major, received final edits and was released onto YouTube on Friday, April 16th.
  - Production available at: https://youtu.be/PtDSts5fwgs.
- Ms. Daniela Rodriguez is editing the latest episode of *Let's Talk Theatre* which will premiere before the end of April.

English Department

- Department Chair attended:
  - Assessment / PLO Meeting
  - OER Meeting
  - Chair Evaluation Meeting
  - New Chair / Leadership Transition Meeting(s)
    - Selected: Dr. Daniel Mendoza
- I. E. Plan complete
- Department Chair participated in Departmental Ultra Training with Ms. Jessica Gonzalez.
- New Peer Evaluation Activities
- New Chair Preparation
- Upcoming Spring events:
  - Rhetoric Speaker
  - Common Reading: Voltaire
  - Debate Series
  - Poetry Month Activities

History / Philosophy Department

- Chair discussed the 2021-2022 Dual Credit Programs IA with Department. April 7
- Began the process of creating a new Philosophy emphasis course (PHIL2306 Intro to Ethics-Healthcare Emph) with Dr. Brittany Leckey, Dr. Aaron Wilson, and Dr. Andres Molina-Ochoa. April 8
- Met with Developmental Studies Coordinator, to finalize logistics for Fall 2021 ASCENDer sections and recruit two (2) instructors for ASCENDer training, April 19
- Attended College-Wide Curriculum Committee Meeting, April 20
- Met with Assistant Chairs and Program Coordinators to discuss 2021-2023 IE Plan Goals, April 21
- Finalize 2021-2023 IE Plan Goals, April 22
- Attended Blackboard Ultra Professional Development Session, April 23
- Conducted three (3) Supervisor Evaluation(s) for Dual Credit Faculty, Apr 24

Center for Mexican American Studies (CMAS)

- Coordinator oversaw finalizing of logistics and photo for *Tradiciones* concert to take place on April 10

- Coordinator finalized and launched *Tradiciones* poster.
- Presented to Board of Trustees through the Education and Workforce Development Committee substantiating the powerful cultural impact the *Tradiciones* event has on the community as a whole.

- The Ballet Folklorico (BFSTC) met:
  - from 6:00 - 10:00 p.m. April 5 - 8
  - from 4:00 - 11:00 p.m. April 9
- Recording of *Tradiciones* concert from 8:00 a.m. – 11:00 p.m. April 10

Music Department

- Department Chair met with Juan Carlos Aguirre regarding completion of the Guitar Certificate and to map out the Sound Technology Certificate, April 7
- Met with
  - Mr. Juan Carlos Aguirre, Dr. Anahid Petrosian and others regarding the Guitar Certificate, April 13
  - Vela HS Students regarding their concerns over music course, April 20-22
  - Juan Carlos Aguirre to discuss the Guitar, Sound Technology, and Song Writing Certificates, April 21
  - Dr. Petrosian, Dr. Nelson and others to discuss the progress on the Guitar Certificate, April 22
- Attended ACTA Graduation Ceremony, April 29
- Jazz Ensemble Outdoor Concert, April 29
- Visited Mission CEED Recording Studio with Dan Cather and Gilbert Cruz

Speech Department

- Department Chair reviewed rubric for COVID-19 Video Competition.
- Attended Council of Chairs Meeting.
- Submitted Faculty Ranking File to Dean Nelson.
- Attended Faculty Ranking Q&A Forum with Dr. Petrosian.
- Reviewed COVID-19 Video Competition submissions.
- Met with Ms. Angela Gonzalez, IE specialist, to complete IE Plan.
- Bellevue University representatives to talk about Articulation Agreement including review of Bellevue University webpage and BA Communication Studies Courses/Degree Plan.
- Conducted Departmental Meeting.
- Responded to Dr. De Leon regarding substitution trainings for missed mandatory Dual Credit Faculty meetings from January 2021.
- Met with Dean Nelson for Chair Evaluation, April 27
- Communicated with instructors regarding gathering volunteers for virtual program fair and rep for Articulation Advisor Council.

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

DIVISION DEAN'S REPORT:

- Attended the Texas Pathway Project session, Mapping the Pathways to Students' End goals – Transfer and Transitions, April 5
- Meeting discuss the CBE and SACSCOC requirements, April 5
- InsideTrack ® meeting, April 5
- STEM Connection meeting, April 5
- CBE Course Development Certification meeting, April 8
- Dean's meeting with Vice President, April 8
- Welcomed participants at STEM Summit, April 9
- IE Plan Development meeting, April 9
- STEM Success Academy Meeting, April 12
- CBE Faculty Certification meeting, April 13, 20, 21
- EWDC, Facilities, Committee and Finance Committee meetings, April 13

- MSITB Division Curriculum Meeting, April 13
- Facilitated Chair Leadership meeting, April 14, 28
- Attended Perkins Site Visit and Desk review, April 14
- CBE Handbook Meeting, April 16
- Institutional Effectiveness study meeting, April 19
- Participated in interview for Spring 2021 Graduation ceremony, April 19
- Met with Director of University Relations to review pending articulation agreements, April 19
- Attended Straightline Webinar, April 20
- InsideTrack Kick Off meeting, April 20
- College-Wide Curriculum Committee meeting, April 20
- Met with
    - MSITB Division Chairs and Dual Credit staff, April 21
    - Bachelor program Academic Coaches, April 22
- Attended TAMUK travel with students from NSF Success Academy grant, April 23
- Planning & Development Council meeting, April 23
- Academic Council meeting, April 26
- CBE meetings with San Jacinto College and Alamo College, April 27
- Faculty and Staff participated in the Graduation photo event, April 30

Project Manager

- Attended STEM Summit planning meeting, April 5
- DHSI InsideTrack Meeting, April 5, 20
- Meeting to discuss the STEM Connection, April 5
- Prepared for STEM Summit with registration links and forms
- Moderated sessions for the STEM Summit, April 9
- Attended CBE Faculty Handbook Project team meeting, April 9
- UTRGV and Cybersecurity education grant proposal discussion, April 9
- STEM Success Academy Meeting, April 12
- Chair Leadership Meeting, April 14, 28
- Reviewed and completed MSITB IE Plan with Division Staff, April 14
- Attended IE Workshop with Bachelor Programs, April 16
- CBE Faculty Handbook meeting, April 16, 23
- Chemical Hygiene Plan meeting, April 20
- MSITB Meeting with Dual Credit, April 21
- ACTA Workshop, April 22
- Prepared presentation on CBE Certifications for Academic Council
- Collaborated with DHSI Project Director to provide documents to InsideTrack
- Finalized MSITB IE Plan, April 26
- Attended Academic Council for CBE presentation, April 26
- AA/FM Roundup on Invoice Payment Cycle, April 27
- Best Practices in Effective Post-Award Grant Management, April 28
- Participated in
    - ACTA Ceremony, April 29
    - Perkins-Basic Grant meeting with IT department and AA Liaison for Faculty Internships, April 29

BACHELOR PROGRAMS:

BASOL

- Participated in
    - DHSI Insidetrack meeting, April 5
    - Council of Chairs monthly meeting, April 6
    - CBE Course Development meeting with the MSITB Dean and Chairs, April 8
    - the McAllen Chamber of Commerce monthly Ambassador meeting, April 8
    - American Association for Women in Community Colleges meeting, April 8
    - IE Development Plan meeting, April 9

- McAllen Chamber Hybrid Power Network Showcase, April 13
- MSITB Chair Leadership meeting, April 14, 28
- IE Plans for 2021-2023 IE Plan Cycle review with the Director of IE, April 16
- CBE Faculty Handbook Project meeting, April 16
- The American Association for Women in Community Colleges (AAWCC) Board meeting, April 19
- InsideTrack Kick-off meeting, April 20
- CBE Certifications meeting, April 20
- College-Wide Curriculum Committee meeting, April 20
- Spring 2021 College Fair, April 21
- The final review of the Bachelor IE Plans, April 22
- The "Competency-Based Education and Regional Accreditation: Good Things to Know" Webinar, April 22
- CBE Faculty Handbook meeting, April 23
- At Academic Council, April 26
- McAllen Chamber of Commerce seminar on "Sales", April 27
- San Jacinto College and Alamo College and Howard College CBE meeting, April 27
- Faculty Senate meeting, April 27
- The Distance Learning training on "Ally", April 28

- Facilitated the CBE Faculty Certification meeting with the MSITB Dean and DL Dean, April 13
- Met with the faculty working on the new Cosmetology program to discuss a track towards the BASOL program, April 30

Computer Information Technology

- Participated in Virtual STEM Summit Planning Meeting and STEM Connection meeting, April 5
- Facilitated Virtual Meeting with several CS Faculty to discuss NACEP, April 7
- CBE Course Development Certification Meeting, April 8
- College of Innovation & Design, Texas A&M University-Commerce, April 8
- Facilitated Virtual CS & CIT Marketing Plan Meeting with a CS Faculty and CIT Academic Coach to review demo presentation as they will present May 5th at the Advising Night at Thelma Salinas High School for students and parent, April 9
- Participated in Virtual STEM Summit Event, April 9
- IE Plan Development Meeting, April 9
- CBE Faculty Handbook Project Meeting, April 9, 16, 23
- Facilitated Virtual Department Meeting to discuss Computer Science New 2021-2023 IE Planning, April 12-15
- Participated in Virtual April MSB Division Curriculum Committee Meeting, April 13
- Virtual Blackboard Ultra Gradebook Training, April 13
- Chair Leadership Meeting, April 14, 28
- Open Forum-Faculty Q&A Session, April 16
- Facilitated Virtual Department Meeting to share feedback on the BAT in Computer & Information Technology Program New 2021-2023 IE Plan, April 19
- Computer Science and BAT in CITP Marketing & Activities Review Meeting, April 20
- Meeting with a CS Faculty for CBExchange Panel Discussion Presentation Planning, April 20
- Participated in Virtual General Session PSJA ISD CTE Advisory Committee Meeting and Information Technology Breakout Session, April 20
- MSITB Chairs/Dual Credit Meeting, April 21
- CBE Certificates Meeting, April 21
- Meeting with several CS Faculty to work on WT Community College Scholars Award, April 21
- Competency-Based Education and Regional Accreditation Meeting, April 22
- Participated along with Faculty Secretary in Virtual Academic Affairs Division Support Staff Meeting, April 23
- Facilitated Virtual Department Meeting to discuss the current progress of the ULTRA shells, April 26
- Faculty Secretary participated in Virtual AA/FM Roundup April 2021-Invoice Payment Cycle Workshop, April 27
- Faculty Senate Meeting, April 27
- Best Practices in Effective Post-Award Grant Management Workshop, April 28
- Dual Credit Faculty Committee Meeting, April 28
- Keeping Your Students Engaged Webinar, April 28

- Computer Science and BAT in CITP Department Meeting, April 29
- ULTRA Course Review Meeting, April 29, 30
- CBExchange 2021 Proposal Review Meeting, April 29

Medical and Health Services Management

- Participated in a virtual meeting about the CBE certification course/training for instructors teaching CBE, April 8
- Attended the IE planning virtual meeting with the core objectives for the associate level, April 9
- Review of the CBE faculty handbook, a resource for faculty teaching CBE courses, April 9, 16, 23
- MSITB Division Chairs Leadership meeting April 14, 28
- IE Plan meeting with Bachelor's degree Program Chairs, April 16
- Meeting with the Library on OER for the MHSM program April 16
- Organized and led the 2nd MHSM Faculty virtual meeting for the semester in preparation for summer and fall, April 20
- Attended the virtual MSITB Chairs/Dual Credit meeting with Dr. De Leon, April 21
- Participated in a virtual CBE Certificates meeting on procedures, April 21
- Presented and shared information with OTA graduating class from NAH about the MHSM program, April 22
- Attended in part the PDC virtual meeting, April 23.
- CBE virtual meeting with San Jacinto College and Alamo College, April 27
- Senate virtual meeting, April 27
- Organized and led the MHSM Advisory Board virtual Meeting, April 29

Technology Management

- Attended the Council of Chairs Meeting, April 6
- Participated in the CBE Course Development Certification Meeting, April 8
- Webinar on Course Design 101: a Demo of Math 1332 hosted by Texas A&M Commerce, April 8
- IE Plan Development Meeting, April 9
- Grade Appeal Committee Meeting, April 9
- CBE Faculty Handbook Meeting, April 9, 16
- Attended the MSITB Division Curriculum Committee Meeting, April 13
- MSITB Division Chairs' Meeting, April 14, 28
- Participated in the IE Plan Review, April 16
- Attended the College-wide Curriculum Committee Meeting, April 20
- MSITB Chairs/Dual Credit Meeting, April 21
- Bachelor Programs CBE Certificates Meeting, April 21

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended STC/UTRGV Articulation Agreement, April 1
- STEM Summit Planning Meeting, April 5
- STEM Connection Meeting, April 5
- April Council of Chairs, April 6
- NSF Grant Meeting, April 7
- NSF-SEA-PHAGES grant writing meeting, April 8
- IE Plan Development Meeting, April 9
- STEM Academy Meeting PCN V1.603, April 12
- Advancing Innovation NSF Meeting, April 12
- Presented Asst Chair for Departmental Business Meeting, April 12,19, 26
- Attended April MSB Division Curriculum Committee, April 13
- Chair Leadership Meeting, April 14, 28
- Fall 2021 DC Programs Biol On-Campus Labs Meeting, April 14
- Summer Youth Camp Meeting, April 15
- IE Planning and Development Committee Meeting, April 16
- Chemical Hygiene Plan Meeting, April 20
- MSITB Chairs Meeting with Dual Credit department to discuss IA Plan, April 21
- Departmental Biotechnology Committee Meeting to discuss new program development, April 21

- Attended Departmental Ultra Master Course Chair Committee Meeting to discuss transition to Ultra for biology department, April 21
- Algae Technology Educational Consortium Project Status Meeting, April 22
- TAMUK travel with students from NSF Success Academy grant, April 23
- Transition to Ultra Committee Meeting to discuss transition timeline for biology department, April 26
- meeting to discuss Dual Credit Student Academic Achievement Session, April 27
- Attended OPOD Advisory Committee Meeting, April 30

Chemistry

- Hosted and closed STEM Summit, April 9
- Attended IE Plan Development virtual meeting, April 9
- Faculty attended the virtual STEM Summit, April 9
- Attended the Building Resilience, Overcoming Challenges & Sustaining Changes Over Time workshop- 3 Part Series, April 9
- Faculty member attended the virtual Chemistry Club meeting, April 8
- April Council of Chairs virtual meeting, April 6
- STEM Connection virtual meeting, April 5
- STEM Summit virtual planning meeting, April 5
- Faculty Proctored the National Chemistry Olympiad Exam-part 1, April 17
- Attended the Building Resilience, Overcoming Challenges & Sustaining Changes Over Time workshop- Part 2 of 3 Part Series, April 16
- LEARN NSF CC* partner presentation by Derick Ostrenko (LSU College of Art & Design). Dr. Ostrenko his work with physical and virtual systems and the innovative technology used in the field of digital art today, April 16
- Faculty attended the virtual Chemistry Club meeting, April 15
- Attended the Hidalgo County LEPC-Local Emergency Planning Committee meeting, April 15
- Chair attended Division Chair Leadership virtual meeting, April 14, 28
- Chair and faculty representatives attended April MSB Division Curriculum Committee virtual meeting, April 13
- STEM Success Academy in person meeting, April 12
- Attended the Planning and Development Council virtual meeting, April 23
- Facilitated the Chemistry Department virtual meeting to finalize IE Plan, discuss OTC recertification, Blackbloard Ultra Master Shell updates, and graduation ceremony, April 23
- Complete Chemistry Department IE Plan and submitted on Xitracs, April 19-23
- Facilitated Summer Organic Chemistry Scheduling Committee meeting to discuss summer schedule and faculty assignments, April 21
- Attended MSITB Chairs/Dual Credit virtual meeting to discuss Dual Credit IA agreement, April 21
- College Wide Curriculum virtual meeting, April 20
- Chemical Hygiene Plan (CHP) virtual meeting to discuss changes and updates to the CHP, April 20
- Worked with Chemistry Division Curriculum Representatives to develop Improvement Strategies and Activities for Critical Thinking Core Objective, April 19
- Met with McGraw Hill to resolve publisher related software issue, April 27
- Faculty attended the Hidalgo County Local Emergency Planning Committee, LEPC, April 29
- Attended the virtual Chemistry Club meeting, April 29
- Blackboard and McGraw Hill virtual meeting, April 27
- Faculty member began and completed Quality Matters Workshop online, April 23-24
- Attended the South Texas Section ACS Executive meeting, April 23
- Chemistry Department meeting, April 23
- Faculty member attended the Building Resilience, Overcoming Challenges & Sustaining Changes Over Time workshop- Part 3 of 3 Part Series, April 23
- Chemistry Club meeting, April 22
- Painted rocks for Earth Week Celebration, April 22

Information Technology

- IT Program Chair and Assistant Chair attended STEM Summit Meeting, April 5, 9
- IT and CAAT Faculty attended Information Technology meeting, April 9

- Chair and Assistant Chair attended IE Meeting, April 9
- Assistant Chair attended April MSB Division Curriculum Committee, April 12
- Chair attended Chair Leadership Meeting, April 14, 28
- Faculty attended Open Forum - Faculty Q&A Session, April 16
- Assistant chair attended the CITP IE plan meeting, April 19
- Assistant chairs and faculty attended workshop #171838: The Nuts and Bolts: How to Work with OERs, April 20
- Joined CITP IE Plan meeting, April 21
- Chair attended the MSITB Chair/Dual Credit Meeting, April 21
- Chair and CAAT Program Coordinator attended the CAAT Advisory Committee Meeting, April 22
- Assistant chair attended Women Rock IT workshop, April 22
- Hosted "Managing Personal Finances with Excel" workshop, April 23
- Attended virtual "Career Day", Mission Elementary, April 23
- IT Faculty attended ACE-IT Grant meeting, April 22
- Program Chair and Faculty attended "Blackboard Ultra" training session, April 23
- Assistant Chair attended Workshop #184004 Workshop: Gimkit Live and Gimkit Ink, April 23
- IT Faculty attended Cisco Academy Instructor Conference, April 23
- Attended Computer and Advanced Technologies Program Advisory Committee Meeting, April 22
- Adobe Summit 2021, April 27-29
- *Guide to Building Mobile Content* Blackboard webinar, April 28
- *Keeping Your Students Engaged with Pronto* webinar, April 28
- Information Technology Program Advisory Committee Meeting, April 29
- Sharyland ISD CTE Advisory Committee Meeting, April 29
- Computer and Advanced Technologies Program Tech Talk held presentation, April 29
- Attended Cisco Academy Instructor Conference, April 30
- Assistant Chairs and Dual Credit Coordinator held a Multimedia Specialist and Computer Applications Specialist Information and Advising Session, April 30
- Assistant Chair recognized for mentorship community service with Sharyland ISD, April 28

Mathematics

- Faculty attended meeting with McGraw-Hill representatives to discuss ALEKS build, April 12
- Department of Mathematics created an impromptu Blackboard Gradebook workshop for faculty who were not currently utilizing the Bb Grade Center, April 13
- Faculty & Chair attended MSITB Division Curriculum Committee, April 13
- Chair attended MSITB Chair Leadership meeting, April 14, 28
- Staff attended LinkedIn Learning Staff Webinar, April 14
- Meeting with Enlearn over how to design & incorporate the software for Math 100, April 15
- Create and Collaborate Using Padlet workshop, April 16
- Faculty submitted MATH 2420 – Differential Equations Bb shell for Quality Matters (QM) review and approval
- The Nuts and Bolts: How to work with OERs workshop, April 20
- College Wide Curriculum Committee Meeting, April 20
- Chair attended MSITB Chairs/Dual Credit Meeting, April 21
- Staff attended A.C.T.A., April 22
- Meeting to view ClearTouch recording studio set-up at the Pecan Campus Library for collaborative possibilities, April 22
- Faculty and Staff held monthly Department meeting, April 23
- Staff attended Academic Affairs Division Support meeting, April 23
- Planning and Development Council meeting, April 23
- Attended Blackboard ULTRA training workshop as presented by Distance Learning, April 24
- Met with Dual Credit staff for a Dual Credit Student Academic Achievement Session. The meeting discussed support(s) for Dual Credit students, faculty & staff, April 26
- Faculty attended a meeting with McGraw-Hill representative to discuss their platform, ALEKS, and course shell design best practices and instructional implementation, April 26
- Staff attended AA/FM Roundup on Invoice Payment Cycle, April 27
- Blackboard Accessibility Training as hosted-by Distance Learning Department, April 28

- ACTA Graduation Ceremony. Two Mathematics staff members graduated, April 29
- Faculty attended Catch the Next Student (CTN) Transfer Motivational Conference, April 30

Physical Science

- Electronic communication with the Dual Credit Engineering Academy director, Transfer Center Director, and Engineering Coordinator about the DEEA Engineering Degree Plan and Transfer issues, April 1
- Attended Microsoft Teams STEM Summit Planning Meeting, April 5
- Presented the welcome message and Coordinated the Department of Physical Science April 6-8, 2021 Advising Days Zoom Event, April 6
- April Council of Chairs Zoom Meeting, April 6
- Coordinated Advising Days Zoom Event UTRGV Engineering department and the Transfer representative discussed Engineering opportunities and the transfer procedures, April 7
- Advising Days Zoom Event. UT RGV Environmental Science faculty discussed degree plan, projects, and career information. STC Geology faculty discussed geoscience careers, April 8
- Attended Microsoft Teams IE Plan Development meeting, April 9
- IE Planning Focus Group meeting, April 9
- Trained engineering coordinator for Engineering Program Institutional Effectiveness plan development, April 13
- Attended Microsoft Teams April MSB Division Curriculum Committee, April 13
- Chair Leadership Meeting, April 14
- Faculty Evaluation Meeting, April 15
- Met with the Director of STC Transfer center and Engineering Coordinator and reviewed the current status of the Physics and Engineering transfer and articulationa greements with UTRGV, TAMUK, ASU, and TAMU-Mcallen and discussed next steps, April 15
- Attended STC Open Forum- Faculty Q&A Session (workshop#184594) that discussed faculty rankings, April 16
- Completed Short Course in "Getting Started with Drones and Structure from Motion Photogrammetry in Your Research and Teaching" at 2021 Joint Section Meeting, Geological Society of America South-Central section meeting, April 17
- Chemical Hygiene Plan review meeting. The committee reviewed the current version of the CHP and recommended some revisions, April 20
- Attended Involution meeting to discuss the topics for the presentation of Dr. Hdeo Mabuchi, Professor of Applied Physics, Stanford University. Attendees include STC Library liaison for Physics, Library Art Gallery Coordinator, and Art Instructor, April 20
- College-wide Curriculum committee meeting, April 20
- MSITB Chairs/Dual Credit meeting, April 21
- Met with Institutional Effectiveness Specialist and Engineering Coordinator and reviewed 2021-2023 Physics, Astronomy, and Geosciences IE Plan and 2021-2023 Engineering IE Plan
- Visited PCN PB 10B along with Facilities Plning & Consstruction specialist, Construction Supervisor, Engineering faculty, and Physics Lab Coordinator and reviewed the space modification plan, April 22
- Attended Program Specific Inventory for DC HS Visits meeting organized by the physics lab coordinator. The attendees reviewd the list of laboratory equipment and material required for various physics and engineering courses, April 23
- Workshop #184003: BYOD Storytelling Tools (AKA Content Creation Tools for Teachers and Students), April 23
- Planning and Development council meeting, April 23
- Discussed Geology Textbook adoptions for Fall 2021 with the Geology faculty over email and made revisions, April 26
- Transfer Program meeting with the Facilitators, Bell Program, Minnesota State University (MSU), and Engineering faculty and discussed MSU's Bell Program for Engineering majors, April 27
- Faculty Senate meeting, April 27
- Chair Leadership meeting, April 28
- Ambassador's Cross Training Academy commissioning ceremony, April 29
- Conducted interview for Dual Credit Faculty-Engineering position, April 29
- Chair and QM Peer Review of University Physics II Open Educational Resources based course shell and made reocmmendations, April 30

- Organized and presented April 2021 Department of Physical Sciences and Engineering monthly department meeting, April 30
- Organized "Test Making on Blackboard Workshop for department faculty- Full-Time Regular and Dual Credit", April 30

UNIVERSITY RELATIONS:

- Attended
    - The final STEM Summit Planning Meeting, April 5
    - Opening plenary session for the Texas Pathways Project, April 5
    - Monthly meeting of the American Association for Women in Community Colleges, April 8
    - STEM Summit and moderated one of the sessions, April 9
    - IE Planning Session for Academic Affairs, April 9
    - Regional Superconference of College Admissions Counselors, April 12 and 13
    - Texas Pathways Project Plenary #2, April 12
    - UTRGV Transfer Advisor Update, April 13
    - Texas Pathways Project Plenary #3, April 16
    - Real Learning Summit 2021 Keynote webinar hosted by Bellevue University, April 29
    - STC-UTRGV Collaborative – Progress Check Meeting, April 29
- Participated in
    - the STEM Summit Practice Session, April 7
    - IE Planning Session Focus Group, April 7
    - Texas Pathways Project Team Strategy Session, April 8
    - President's Administrative Staff meeting, April 9
    - Team Strategy Session #2 for the Texas Pathways Project, April 12
    - Spring 2021 Virtual College Fairs, April 19 – 23
    - Texas Pathways Project Team Strategy Session #3, April 20
    - Leadership Meeting for the Math, Science, Information Technology and Bachelor Programs Division, April 21, 28
    - TAMUA Community College Partners BAAS Workshop, April 23
    - Planning and Development Council Monthly Meeting, April 23
    - Dual Credit Programs Mission and Goals Action Plan meeting, April 28
    - Graduation ceremony for Leadership McAllen Class XXXIX, April 29
- Held Virtual Transfer Advising Sessions, April 13 and April 15
- Met with
    - Arizona State University about upcoming trainings and information sessions, April 15
    - Representatives from the Engineering Department about current articulation agreements and transfer challenges, April 15
    - Dual Credit Academies about TAMU and general transfer advising, April 16
    - Texas A&M University – Corpus Christi regarding changes to the proposed agreement, April 27
    - Biology Department and AS in Interdisciplinary Studies about the articulation agreement with TAMU College of Agriculture and Life Sciences, April 28
    - Representative from the proposed cosmetology program regarding possible articulation agreements for that program, April 30
    - Leadership from Bellevue University regarding the progress of their relationship manager, April 30
- Developed a proposed timeline for working with UTRGV and TAMUK in the future and a new layout for transfer maps, April 20
- Viewed presentations from the National Institute for the Student of Transfer Students Annual conference, ongoing
- Completed the Resource Development, Management and Compliance training modules, April 26 and April 27

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Met with

- VPAA to discuss CBE and SACSCOC requirements, April 5
- EMT program chair do discuss Summer 2021 teaching schedules for EMT faculty, April 7
- Dean for the Division of Business, Public Safety, and Technology to discuss the Carl Perkins site visit, April 9
- VPAA to discuss feedback regarding mid-term grades, April 15
- McAllen ISD administrative personnel to discuss goals for CTE and dual credit programs. Provided representatives with a presentation on NAH and concluded with a tour of the simulation hospital, April 21
- EMT program chair to discuss faculty issues, April 21
- The VPAA to discuss the Carl Perkins Grant, April 27
-

- Attended
  - ProjectConcert meeting, April 6
  - UWorld meeting, April 6
  - The Adapting to the Revised Substantive Change Policy meeting hosted by SACSCOC, April 7
  - The Next Generation NCLEX Product Showcase: Digital Tools You Can Implement Today webcast, April 7
  - Meeting to discuss the logistics for the COVID-19 vaccine drive being held at Mission Regional Medical Center, April 7
  - The CCNE Evaluation for the UTRGV School of Nursing meeting, April 8
  - The Texas Association of Deans and Directors of Professional Nursing Programs April Update, April 8
  - The Deans Meeting hosted by the VPAA regarding the Dual Credit Interlocal Agreement, April 8
  - IE Plan Development meeting hosted by the VPAA, April 9
  - CSA Manual Training, April 12
  - LHE Meeting hosted by the VPAA, April 14
  - Meeting with program director at the Texas Higher Education Coordinating Board, April 14
  - The Open Forum – Faculty Q&A Session regarding the faculty ranking system, April 16
  - Meeting with the chief nursing officer at DHR Health regarding local nursing shortages, April 16
  - Workforce Education, A New Roadmap webinar hosted by UTRGV, April 15
  - College-Wide Curriculum Committee Meeting, April 20
  - Search Committee Training hosted by the VPAA, April 21
  - Teaching Empathy & Communication webcast, April 22
  - NAH Division Questions meeting hosted by the VPAA, April 22
  - Planning and Development Council Meeting, April 23
  - Walk-through of the Texas A&M Health Science Center with the College's interim president, April 26
  - Meeting with the chief nursing office at DHR Health to discuss the STC LVN to ADN and RN to BSN Program degree plans and costs, April 27
  - Meeting with OPOD and NAH staff to discuss planning for the NAH Secretary Professional Development Program, April 27
  - Decoding Clinical Judgement webinar, April 27
  - Writing Next Generation NCLEX Items workshop, April 22 – April 23
  - The Best Practices in Effective Post-Award Grant Management workshop, April 28
  - ACTA Commissioning Ceremony hosted by OPOD, April 29
  - NAH Workforce Expansion meeting, April 29
  - Rio Grande Regional Hospital Meet and Greet, April 29
  - Meeting with IT project manager and BSN leadership to discuss plans for Project Concert and system integration, April 26
  - Attended the League of Innovations, in Partnership with Health Research & Educational Trust and American Hospital Association webinar, April 27
- Followed up on the final report of 2019 projects for the Knapp Grant
- Held emergency meeting with NAH program chairs, April 8
- Worked on completing Grant Training Modules, April 12
- Participated in hosting the Carl Perkins Onsite Visit, April 14
- Reviewed and followed up on the Commission on Accreditation for Respiratory Care Progress Report
- Held conference call with Texas Board of Nursing representative, April 16
- Reviewed the CAHIIM Annual Program Assessment Report for the HIT Program

- Worked on gathering information for the training workshop hosted by the VPAA
- Held meeting with NAH project manager to discuss the PATHS project, April 20
- Hosted breakfast meeting/celebration for Administrative Professionals Day, April 21
- Held NAH Program Chair Meeting, April 21
- Filmed congratulatory messages for upcoming virtual graduation ceremonies, April 21
- Followed up on the South Texas Higher Education Regional Council Report
- Worked on the annual Departmental Risk Assessment
- Reviewed and revised the Commission on Accreditation for Health Informatics and Information Management Annual Program Assessment Report
    - NAH Division's IE Plans
    - The final report and budget for the Knapp Grant

PROJECT MANAGER'S REPORT:

- The Knapp Community Healthcare Project came to an end this week. Since many students were still not attending class in person, the principal investigator and project manager delivered resources from this project to their homes, April 6 – April 7
- Worked on summary of the Knapp Community Healthcare Project
- Worked on space modifications and obtaining quotes for proposed facility improvements
- Project Manager attended the Carl Perkins Site Visit meeting to discuss logistics of the visit, April 9
- Worked on submitting purchases for the Mid-Valley Campus space modification
- Held meeting with NAH leadership to discuss first responder updates and procedures, April 26
- Attended walk-through of the Texas A&M Health Science Center, April 26
- Participated in discussions regarding continuing professional development for NAH staff, April 27
- Worked on finalizing the IE Plan in preparation for the NAH dean's review
- Worked on finalizing the final report and thank you letter for the Knapp Grant

NAH STUDENT ACTIVITIES:

- Held
    - World Art Day celebration events for students, April 13 & April 15
    - Karaoke Fun & Popcorn event, April 20
    - Earth Day Canvas Painting activity, April 22
    - Jerry's Pots of Succulents activity where students were given a succulent in a flower pot that they could decorate with their own designs, April 27 & April 28
    - Ping Pong Tournament, April 29
- Screened Wall-E movie at Drive-In Movie Night held in NAH Campus parking lot, April 21
- Offered students
    - free coffee in the morning, April 26 & April 27
    - free cup of noodles for lunch, April 26 – April 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- A clinical group of 10 students under the supervision of faculty member NAH Faculty took part in the COVID-19 vaccination drive held at Hidalgo ECHS. They worked together with Hidalgo County staff to administer a total of 1,086 vaccines, April 1
- A clinical group of 9 students under the supervision of faculty member took part in the Edcouch-Elsa COVID-19 Vaccination Drive. They worked together with Hidalgo County staff to administer a total of 784 vaccines, April 1
- Two clinical groups totaling 20 students under the supervision of NAH Faculty members participated in the COVID-19 vaccination drive held at Mission Regional Medical Center, April 2

- A clinical group of 10 students under the supervision of faculty member took part in the COVID-19 vaccination drive held at Hidalgo ISD, April 8
- Two clinical groups totaling 20 students under the supervision of NAH faculty members took part in the COVID-19 vaccination drive held at Mission Regional Medical Center, April 8
- Chair attended the Texas Association of Deans and Directors of Professional Nursing Programs April Update, April 8
- Faculty and staff attended the LHE Meeting hosted by the VPAA, April 14
- 23 LVN-RN Level 1 students under the supervision of faculty members volunteered at the COVID-19 vaccination drive held at Mission Regional Medical Center, April 16
- Attended meeting with the chief nursing officer at DHR Health regarding local nursing shortages, April 16
- 10 Level 5 Capstone students under the supervision of NAH Faculty volunteered at the COVID-19 vaccination drive held at La Feria ISD, April 17
- Held new student orientation for 30 incoming LVN-RN transition summer cohort, April 21
- 24 Level 5 Capstone students under the supervision of faculty member volunteered in the COVID-19 vaccination drive held at Donna ISD, April 23
- 20 students (2 clinical groups) participated in the Mission Regional Medical Center COVID-19 vaccination drive, April 23
- 18 students (2 clinical groups) under the supervision of faculty members participated in the Mission Regional Medical Center COVID-19 Vaccination Drive, April 29
- The ADN graduating class attended the meet and greet hosted by the Rio Grande Regional Hospital STARN Program, April 29

Bachelor of Science in Nursing

- Staff attended the AA/FM Roundup April 2021 – Invoice Payment Cycle workshop, April 27
- Academic coach and faculty secretary attended the Accessibility Lecture Series – AHEAD – Don't Reinvent the Wheel: Temporary Conditions and Service Provision workshop, April 27
- Faculty secretary attended the Best Practices in Effective Post-Award Grant Management workshop, April 28
- Faculty secretary attended the ASL Conversation Tips by Nora McAllister workshop, April 29
- Chair held Summer Planning Meeting with faculty and staff, April 30

Diagnostic Imaging Department

- Faculty and staff attended the LHE Meeting hosted by the VPAA, April 14
- Faculty and staff attended the DID Department Meeting, April 15
- DMS faculty attended the Apply NAH Online System Training, April 15
- RADT underwent a mobile equipment inspection by Medical and Radiation Physics, Inc., April 16
- Chair attended the DID Information Session Meeting, April 19
- Faculty attended the Nuts and Bolts: How to Work with OERs workshop, April 20
- Chair attended the ASRT Live: Assessing Digital Image Quality Using Clinically Applicable Benchmarks webinar, April 20
- Chair attended the 2021-2023 Radiologic Technology and Sonography IE Plans Meeting, April 20
- RADT faculty and staff attended the RADT Program Landauer Account Meeting, April 21
- Chair took part in hosting celebration for Administrative Professionals Day, April 21
- Attended the NAH Program Chair Meeting, April 21
- Faculty secretary attended the NAH Division Questions meeting hosted by the VPAA, April 22
- First-year RADT students attended presentation given by VIDA Career Counselor, April 22
- Faculty secretary attended the Academic Affairs Division Support Staff Meeting, April 23

Emergency Medical Technology

- Chair attended
    - Council of Chairs Meeting, April 5
    - PLO meeting with the director of Learning Outcomes, April 7
    - Emergency NAH Program Chairs Meeting, April 8
    - Capnography in EMS webinar, April 14
    - LHE Meeting hosted by the VPAA, April 14
    - Program Advising Meeting with the student success specialist, April 15
    - Prehospital Stroke Management webinar, April 20

    - College-Wide Curriculum Committee Meeting, April 20
    - NAH Program Chair Meeting, April 21
    - Grant planning meeting with NAH project manager, April 22
    - The CoAEMSP Special Edition: New Program Directors meeting, April 22
    - Institutional Effectiveness Plan – Budget Development meeting, April 23
    - Planning and Development Council Meeting, April 23
    - First Responders Planning meeting with the NAH project manager and custodial supervisor, April 26
    - Faculty Senate Meeting, April 27
    - A planning meeting with Continuation Education staff regarding the upcoming ECA course in connection with the AT&T Foundation grant, April 28
    - The How to Maximize Your Medicaid Reimbursement Opportunities webinar, April 29
- Chair met
    - With the division dean to discuss Summer 2021 course offerings, April 7
    - The dean for NAH to discuss faculty issues, April 21
- Chair, assistant chair, and NAH senior AA conducted interviews for EMT faculty secretary position, April 15
- Chair worked on the Institutional Effectiveness Plan
- Department leadership attended Dual Credit Planning Meeting with Dual Credit Program and PSJA ISD staff, April 23
- Department held
    - Advisory Committee Meeting, April 29
    - Monthly Faculty and Staff Meeting, April 30

Medical Assistant Technology

- Chair and faculty member attended the SIMTICS video conference, April 12
- Faculty and staff attended department meeting, April 13
- Faculty and staff attended the LHE Meeting hosted by the VPAA, April 14
- Chair attended the TS12 Update webinar, April 15
- Chair attended the Open Forum – Faculty Q&A Session regarding the faculty ranking system, April 16
- Chair and faculty member attended the Digital Teaching Symposium hosted by Blackboard, April 16
- Faculty secretary worked on and completed the final NOEs for the Spring 2021 Semester
- Faculty member attended the Teacher Tech Summit, April 17
- Chair held course consultation call with McGraw-Hill representative, April 20
- Chair took part in hosting celebration for Administrative Professionals Day, April 21
- Chair attended the NAH Division Questions meeting hosted by the VPAA, April 22
- Chair viewed recording of NAH Program Chair Meeting, April 21

Occupational Therapy Assistant

- Guest speaker Mike Ayala, a financial planner, presented the Basics of Financial Planning workshop to second-year students. Topics covered included information on money basics, retirement savings, compound interest, stocks, bonds, mutual funds, annuities, etc., April 17
- Academic coach for the Medical and Health Services Management Bachelor's Program, provided an informational session to OTA students, April 22
- The program hosted Dr. Diane Brown, OT program chair at University of Texas at Tyler, who provided an informational session to students on the application process for their occupational therapy master's program, April 27

Physical Therapist Assistant

- Faculty member attended the APTA Academy of Education PTA Educators Special Interest Group Clinical Education Panel Discussion: Obstacles in Clinical Placement, April 1

Vocational Nursing

- Students under the supervision of faculty member took part in the COVID-19 vaccination clinic held at Rio Grande High School. Members of the popular local music group, Los Invasores, came in for vaccinations and posed with students, April 14

- Students under the supervision of faculty members took part in administering 1,000 doses at the COVID-19 vaccination clinic held at Starr County Memorial Hospital, April 14
- Students celebrated the last day of clinicals with their instructors
- The College's interim president and board members were given a tour of the VN Program's facilities at the Starr County Campus. Led by the program chair and the head VN instructor on campus, the tour showcased the program's state of the art labs and students demonstrated their skills during live simulation scenarios, April 29

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended the Academic Council Meeting on MS TEAMS. March 29
- MS TEAMS Meeting to discuss CBE and SACSOCC requirements. April 5
- Meeting, Inside Track(R), to discuss InsideTrack related to DHSI grant. April 5
- Interviewed a new chair for the Kinesiology Department. April 5
- Attending a MS Teams Meeting with Dean Sara Lozano Dean of BPST regarding the candidates for the Department Chair position for 3 programs/program clusters April 7
- Met with Political Science Department Chair to discuss pre-disciplinary interview for a faculty. April 8
- Attended a Dean's Meeting with Vice President to discuss Dual Credit Interlocal Agreement. April 8
- Dean and Kinesiology Instructor, met with VPAA to discuss the new directions for the Kinesiology Department. April 9
- Attended a MS TEAMS training for IE Plan Development for implementation during 2021-2023. April 9
- MS TEAMS Meeting – President's Administrative Staff to discuss update on May Commencement, discussion on campus Safety protocols, Strategic Planning Biennial update, and review of college policies April 9

- Was guest speaker at Annual PSI BETA the National Honor Society in Psychology induction ceremony. April 9
- Been hard at work with staff in modernizing/reorganizing the Social and Behavioral Sciences Division office. April 9
- Met with a Department Chair and HR regarding disciplinary issues. April 13
- Celebrated Work Study Appreciation Week with appreciation tokens for the Division Work-study.
- Held SBS Division chair's meeting to discuss Distance Learning re-certification, FLAC, performance reviews, comprehensive plans and IE, spring chair evaluations, enrollments, F2F summer and Fall distribution, and faculty ranking process. April 14
- Attended a MS TEAMS meeting with VP and other deans regarding the DE midterm policy disciplinary issues. April 15

- Met with two Department Chairs to go over evaluations and discuss how department is progressing. April 15
- Was the Guest Speaker at Phi Theta Kappa annual induction ceremony. April 15
- Attended a MS TEAMS Academic Programs Presentation for Advisors regarding the Child Development, Political Science, and Education programs. April 16
- MS TEAMS VP's Open Forum- Faculty Q&A Session. This open meeting has been created to respond to questions that faculty may have regarding the faculty ranking system developed by some departments in preparation for Fall 2021 semester. April 16

- Participated in the recorded Interview for Spring 2021 Virtual Graduation ceremony. The following topics covered in the interviews: Accomplishments or milestones division achieved in the Spring 2021 semester; How you feel about your students graduating; How you feel about how hard they've worked and persevered; Hopes and aspirations you have for students in the future; Well wishes and words of encouragements for the students. April 19
- Participated in MS TEAMS meeting with VP to discuss Social Work's ranking system. April 19
- MS TEAMS meeting with Dean from Division of Business, Public Safety, and Technology to conducted 6 interviews for Program Chair positions to assist dean of BPST. April 20

- Participated in a MS TEAMS meeting for the College-Wide Curriculum Committee Meeting to discuss deactivation of Educational College Success from the College's course inventory and Core Objective Assessment. April 20
- Attended Department of Psychological Science Orientation for majors. Topics discussed, Welcome from Program Chair, Carlo Gonzalez, Guest Speakers: Dr. Eduardo Estevis, PhD Clinical Neuropsychologist, DHR Health Neuroscience and Dr. Orlando Rodríguez, PhD Clinical Psychologist, Video Presentation: Faculty Introductions and Student Organization Introductions, Program Description – Dr. José Sánchez and Advising/Registration. April 20
- MS TEAMS meeting with VP concerning the new search committee policies in the future. Chairs of the search committee will select 4 members (3 within the department and 1 from outside the department). HR will then select a faculty member from a pre-selected group of faculty to serve as the 5th member of the search committee (same applies if you want 7 members of the search committee). This is being done because the Board feels that search committees have been formed that aren't necessarily unbiased and representative. April 21
- Attended a GoTo webinar regarding CBE courses. Dr. Laurie G. Dodge, Vice Chancellor of Institutional Assessment & Planning and Vice Provost at Brandman University, to learn more about the regional accreditation process and expectations for approval of competency-based education programs. Dr. Laurie Dodge will share best practices in seeking regional accreditation approval and introduce the new USDOE regulations for direct assessment competency-based education programs. April 22
- Met with Dean Nelson, Liberal Arts Division, and Art Montiel, Campus Coordinator of Starr County campus regarding concerns over the Advising and Student Success Specialists. April 23
- Attended PSYC and SOCI training for advisors.
- MS TEAMS meeting for the Planning and Development Council (PDC). The following topics were discussed: Update from Faculty Senate, Review and Approval of 2022-2023 Academic Calendar, Review and Discussion of Program Development Proposal, Strategic Planning Biennial Update. April 23
- Had an eventful week by meeting with each Program Chair to discuss their Spring Chair evaluations and had them report on the status of their departments. In addition, trained a new chair on IE plan writing.
- Attended several MS TEAMS meeting for Academic Council meeting with VP, meeting with Dean of Distance Learning for final review and discussion of IA Numeric Grade, Carl Perkins Grant, worked on final CIP to convert part of Wellness Center to Dance studio and attended College Wide Academic Classification meeting. April 26-30
- CDEC Oversight Committee meeting. Items discussed review of changes by Child Care Licensing on CDC operations, Summer schedule and fall schedule, camera installation, CCAMPIS Parent 1 to 1 Meeting Dates, CCAMPIS Evaluation, and YTD Revenues/Expenses Report. April 27

DEPARTMENT/PROGRAM REPORTS:

Child Development

- Faculty from the Child Development and Early Childhood Department provided a session on CDEC Talking Points. Talking points covered topics and questions on enrollment, registration, financial aid, degree works, transfers, and graduation. The Orientation lasted one hour and will be saved and shared with students on Blackboard. Students were encouraged to register for summer and Fall courses and visit with a faculty member if they needed one on one advisement. They were encouraged to access Degree Works to keep track of courses needed for their major, courses they are currently enrolled in, and courses needed for graduation.
- Faculty planned a Week of the Young Child® interactive event for students to participate in. The WOYC is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC), the world's largest early childhood education association, with nearly 60,000 members and a network of 52 Affiliates. The purpose of the Week of the Young Child® is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs.

- Program Chair for CDEC, provided a session on CDEC programs available. Talking points covered enrollment, registration, financial aid, degree works, transfers, and graduation. The Orientation lasted 30 minutes. Students were provided additional information on why to study child development, types of jobs, my job, skills needed, trends today, and the COVID effect on child care. April 20

- Chair for CDEC, attended the McAllen ISD CTE Spring Advisory Meeting. The CTE staff provides a collaborative stakeholder approach where the overall goal is program improvement to benefit the MISD students and community. April 21
- Program Chair participated in the End of Year Ceremony for the 2020-2021 Student Mentorship Program. CTE personnel took the opportunity to celebrate the mentorship, guidance, and support provided as a mentor to a couple of students protégés this school year. A general session was held for all students and mentors and concluded the meeting with a breakout session for the mentor & protégé Closing Activity. April 28

Political Science

- Chair attend the Council of Chairs meeting where they discussed various issues surrounding Distance Learning and Dual enrollment classes and other issues.
- Started the process of hiring Lecturers for the Fall 2021 semester.
- Held a department meeting in which we discussed the faculty ranking spreadsheets, discussed enrollment, the Distance Learning recertification process, obstacles to success for our dual enrollment students and other issues.
- Met with Division Dean and HR Director to discuss disciplinary issues concerning a faculty member.
- Department Chair attended the graduation ceremony for the Ambassador's Cross-Training Academy to recognize the faculty members in his department who had completed the academy.

Psychological Science

- STC Psychological Science Faculty, participated at the Virtual Career Day at Del Valle Elementary School. Faculty inspired the students to attend college and elaborated on his jobs as Psychological Science instructor and licensed professional counselor (LPC). He also gave the students advice on how to live a healthier and happier life, such as: sleeping well, exercising, eating healthy, not using drugs/alcohol, smiling and helping others more often, and choosing a career they really like so that they don't have to "work for a day in their life." Ended his talks by giving recommendations on how to become a better student, including time and stress management techniques. April 1
- Dean informed department to submit faculty rankings that the OVPAA had asked of us in January. Our department concluded our rankings in early February**.** April 5
- Finalized a flyer for our upcoming orientation that will be hosted virtually, distributed to the faculty in order to have them push this onto their students. April 5
- Reached out to 16 students from the M6 mini-mesters who were enrolled in my courses but not completing any work on Starfish, Teams, e-mail, and Blackboard. After not hearing back from several who continued not to do any work and had no chance of passing, I had many of them withdrawn from the course. April 7
- Chair Gonzalez received an e-mail from Leslie Howland in PR letting me know that PR was starting to work on putting our videos together for our upcoming Orientation for our Majors. April 5
- Chair Gonzalez started moving one of the retired faculty member's things out of the office, and initiated the reassignment of the office to Social Sciences Department (Anthropology, Sociology, and Social Works)
- Chair Gonzalez met with Larry Barroso and his team of recruiters along with three of our own faculty members to discuss ways we can target high school students to encourage them to pursue their education at South Texas College and to let them know about our program, in particular. April 7
- Chair Gonzalez participated in our Psi Beta Induction Ceremony virtually along with our Dean Eric Reittinger. We had four students attend and participate. April 9
- The Starr County Campus Psychology Club participated in a social media collage to promote Autism Awareness Month. Each member that decided to participate took a picture of themselves holding a paper with a word written on it that completed the following phrase: "Autism is not a disability, it is a different ability." April 11

- The Pecan Chapter of PSI Beta, National Honor Society in Psychology inducted 6 new members via virtual ceremony. Six Psychology faculty members participated in the event. Psi Beta inductees are pre-selected and must meet the following eligibility requirements: Declared Psychological Science Major, at least 12 hours of coursework completed, General Psychology completed with a B or better, 3.5 overall GPA, 3.5 GPA in PSYC coursework, currently enrolled students. April 9

- Pecan Psychological Science faculty member, presented online at regional event. The annual convention of Southwest Psychological Association, was held in San Antonio, Texas. The symposium was entitled: *"Mentoring Women in Academia: Examining the Impact on Personal and Professional Success."* Ms. Véliz's presentation was on, *"Meeting the Mentoring Needs of Minority Women in Academia".* April 10
- PSYC faculty filmed three episodes of season 4 of his YouTube show RGV Stars. The guests on the respective episodes were Camila Pena (Reporter/Journalist-Univision & FOX), Luis Antonio Rodriguez (Movie Director/Producer), and Jayz Olivarez (Radio Host- iHeartRadio). These inspirational episodes will be uploaded to YouTube soon. RGV Stars is the premier platform for showcasing RGV talent and the RGV celebrities place to be. April 14

- The Starr County Campus Psychology Club participated in a social media collage to promote Child Abuse Prevention Month. Participating members took a picture of themselves holding a paper with a word on it that completed the following phrase: "Every child is innocent, please save them from the fear: Stop Child Abuse." April 18
- The Starr County Campus Psychology Club participated in a social media collage in honor of Earth Day. Participating members took a picture of themselves holding a paper with a word on it that completed the following phrase: "Earth Day: The Earth is what we all have in common." April 23
- The Starr County Campus Psychology Club participated in a social media collage in honor of Sexual Assault Awareness Month. Participating members took a picture of themselves holding a paper with a word on it that completed the following phrase: "Believe Survivors. End Victim Blaming. Ask for Consent. Respect Boundaries." April 24
- The Department of Psychological Science hosted their annual orientation for majors. This was the first time the event was held virtually, and it was conducted via Zoom. This year's orientation was pushed to students of all majors and incoming students as well, and the emphasis was to advise students and to help get them registered. There were from 35 to 40 students. Faculty and staff participants from all three of our main campuses were present. April 20
- The Starr County Campus Psychology Club participated in a social media collage in honor of Mental Health Awareness Month. Participating members took a picture of themselves holding a paper with a word on it that completed the following phrase: "Make your mental health a priority. End the Stigma." May 3

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Met with the Library OER committee and set lesson themes for the collaboration on Summer 2021 OER Bootcamp. We will offer 5 weekly themes for faculty and repeat the camp twice over the summer. Faculty will register through OPOD and may attend one or 10 sessions, April 19
- Participated in the InsideTrack committee meeting, April 20
- Presented at the Chemistry Dept Meeting, Updates in DL and instructor Q & A time, April 23
- Met with Dr. Amro and Gabriel Viera to plan an ACE-IT, July Conference presentation, April 22
- Presented at the Chair Leadership Meeting, Updates in DL and instructor Q & A time, April 14
- Presented at the SBS Division Meeting, Updates in DL and instructor Q & A time, April 14
- Met with Dr. Miller and Dean Esmaeili to work on the CBE Certification Process, April 13
- Launched Spring 2021 Recertification Courses for Instructional Continuity (formerly Bb Certification) and OTC.
- Chaired the interviews for the DL Instructional Designer position, April 8.

- Attended the Quality Matters' "Quality in Action" online conference, April 9.
- Completed Power BI Training, April 1
- Developed a SharePoint Site to organize Certification data for real-time review by deans and department chairs, April 2
- Represented STC as a member of the Quality Matters Program Committee for the fall 2021 conference, reviewed proposals April 1-30

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Developed a Blackboard No Content Course and Faculty Access Report for Spring 2021.
    - Develop and audited the Blackboard gradebook usage report for Spring 2021, Apr 5-9.
    - Develop an updated faculty teaching schedule report for all courses in Summer 2021, Apr 20.
- Met with the Account Executive for Blackboard Analytics to discuss the data on the reports, Apr 1.
- Revised job description for e-Instructional Manager position and submitted to HR department, Apr 7.
- Participated at the Blackboard TDM Demo for STC Meeting, Apr 8.
- Participated at the Ellucian Live 2021 Conference, April 12-14.
- Develop a congratulation video for the ACTA ceremony, Apr 16.
- Participated at the Blackboard Digital Teaching Symposium 2021, Apr 16.
- Met with Project Manager for Academic Affairs to revised the job description for the Academic Coach for Distance Learning (Grant Funded) position, Apr 16.
- Met with Project Manager for Academic Affairs to review the DL HelpDesk move request and setup to A-121, Apr 21.
- Met with Blackboard's Client Experience Manager to discuss Ultra features, Apr. 22.
- Participated at the SWC: Storytelling, Content Creation Tools Workshop, Apr 23.
- Met with Blackboard's Client Experience Manager to discuss functionality features within Ultra, Apr. 28.
- Participated in the Spring ACTA Commissioning Ceremony, Apr. 29
- Develop training agenda for the new employee (Technologies Specialist position) for the next two weeks, Apr 30.
- Revised Course Approval Form and created possible flows for PowerApp, Apr 30.

PROJECTS:

- Online Teaching Certification, 106 instructors completed the 2021 Re-Certification process
- Online Student Orientation
    - Distance Learning staff assisted and provided certifications of completion to students in the Blackboard Online Orientation for traditional and Dual Credit Students.
    - Distance Learning staff removed all student enrollment from Bb Orientation.
- 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 with a course in Blackboard by moving content to their One Drive account.
    - Updated information modules in Blackboard.
    - Distance Learning staff manually audited the pending Blackboard gradebook usage report, Apr. 22.
    - Distance Learning staff develop instruction guide videos for students, Apr. 28
- TxDOT
    - Distance Learning staff assisted TxDOT students with their academic courses and Summer/Fall registration.
    - Assisted TxDOT students with registration.
    - Distance Learning staff packaged and mailed the STC t-shirts for TxDOT cohort students, Apr 19.
- Starfish
    - Distance Learning staff assisted online students flagged at risk of failing for all courses in Starfish, Apr 5-16.

DISTANCE LEARNING TECHNOLOGIES AND STUDENT SUPPORT:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Blackboard Students/Faculty Tickets: 826
    - Helpdesk Phone Calls from DL Staff: 503
    - Helpdesk Phone Calls from Open Labs Staff 25
    - Social Intent – Distance Learning Chat 146
    - Afterhours Students/Faculty Chats: 19
    - Afterhours Helpdesk Calls: 35
    - **Total: 1,554**

- **Trainings/Workshops/Professional Development**
  - Workshops
    - Distance Learning staff facilitated a Blackboard Ultra Open Forum workshop, Apr. 24
    - Distance Learning Staff participated in the Microsoft Teams Workshop, Apr 30.
- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	89
Telephone/Text Contacts:	31
Virtual Campus Advising Email:	287
Radius Inquiries:	188
Register Students:	14
Orientation Certifications	2
TxDOT Registrations	6
Social Intents – DL Chat	25
Student Drops	16
Total:	***658***

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

DEAN'S REPORT:

- Dean and Scheduling Manager participated in the Texas CTE- Adapting, Improvising and Overcoming Conference, April 7.
- Project Manager reviewed Dual Credit Faculty applications for Fall 2021, and provide follow-up communication to applicants pending documents to complete application. Below includes the breakdown:

Fall 2021 Prospective Dual Credit Faculty Applications Updated			
Applications Completed	**Applications in Progress**	**Did not meet minimum credentials**	**Total**
48	10	9	67

- Dual Credit Programs hosted review and discussion of Dual Credit Programs Student Academic Achievement Session for the following Departments:

Date	Department
April 23	Government Department
April 26	Mathematics Department
April 27	English Department
April 27	Biology Department
April 30	History Department

- Met with Texas Connections Academy to discuss the establishment of an Interlocal Agreement, April 28
- Participated in a Dual Credit Online & Discuss Focus Group with National Alliance of Concurrent Enrollment Partnerships (NACEP) and Cengage, April 13

- Presented a review and recommendation for a Late Cancellation Fee for Dual Credit Sections Assigned to be taught by STC Faulty to the Finance, Audit and Human Resources Committee, April 13
- The following tables reflect the Dual Credit Programs Schedule Requests for Summer and Fall 2021:

Summer 2021							
Total Requests	**Processed**	**New Sections**	**Updated Sections**	**Cancelled Sections**	**Total Number of Sections**	**Sections with STC Faculty**	**Sections with ISD Faculty**
161	**155**	**94**	**25**	**42**	**431**	**330**	**101**

Fall 2021							
Total Requests	**Processed**	**New Sections**	**Updated Sections**	**Cancelled Sections**	**Total Number of Sections**	**Sections with STC Faculty**	**Sections with ISD Faculty**
222	**181**	**88**	**79**	**55**	**1539**	**586**	**953**

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff conducted the following case management based on flags raised by Faculty:

Location	Case Management
Pecan	39
Mid Valley	12
Starr	4

- Staff coordinated a Virtual Campus Tour of the University of Texas Health Science Center for thirty-one (31) Dual Enrollment Medical Science Academy (DEMSA) Students which consisted of a presentation by Faculty, provided a campus tour, an overview of available programs, and admission requirements and timelines. April 9
- Staff hosted the Friday Workshops via Zoom platform for Junior and Senior Academy students:
  - Pecan: Twenty-three (23) Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
- Director and Coordinator attended the Texas Association of College Technical Educators (TACTE) Virtual Conference, April 6 and 7
- Staff conducted PREP Year 1 recruitment for:

District	Date
PSJA	April 5
Weslaco	April 7 & April 12
Roma	April 7 & April 13

- Staff hosted the Friday Workshops via Zoom platform for Junior and Senior Academy students, April 16:
  - Pecan:
    - Thirty-five (35) Juniors attended a workshop hosted by Academy Staff which focused on providing important announcements/dates, overview of how to access final grades, and overview of summer 2021 schedule.
    - Forty-one (41) Seniors attended a workshop hosted by Academy Staff which focused on an overview of how to request final transcripts, final FAFSA reminders, Senior Checklist, and Senior Exit Interview.
  - Mid Valley:
    - Nineteen (19) Seniors attended a workshop hosted by Academy Staff which focused on providing an overview of the Senior Checklist and Senior Exit Interview Survey.
- Academies Staff finalized Application Review for one hundred forty-nine (149) Dual Enrollment Academy Program applicants.

Pecan	Complete Applications
DEMSA-Biology	49
DEEA-Engineering	20

DEBAA-Business Administration	10
DECJA-Criminal Justice	9

Mid Valley	Complete Applications
DEMSA-Biology	27
DEEA-Engineering	13
DEBAA-Business Administration	12
DECJA-Criminal Justice	9

- Staff hosted the Friday Workshops via Zoom platform for Junior and Senior Academy students:
  - Mid Valley & Pecan:
    - Junior and Senior DEEA Students attended a workshop hosted by Engineers from the Texas Department of Transportation, which focused on discussing the profession's duties, educational requirements, salary, and other benefits.
- Staff attended the UTSA PREP Site Director Roundtable Discussion Meeting, April 28
- Director attended the UTSA TEA Innovative Course Re-approval Meeting, April 30

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Pathways Staff created a virtual career workshop for dual credit students that will host department leaders from: Culinary Arts, Business, Education and Nursing on April 12, 13 and 15
- Pathways Department hosted a TSI2.0 workshop to all participating districts to share changes and expectations to the updated TSI process with approximately 100 attendees.
- Pathways Staff hosted advising sessions for the following partnering districts:

District/Campus	Target Population
Donna ECHS	9th Grade Students
Donna T-STEM	Dual Credit Students
PSJA North	9th Grade Students
Vanguard Academy	9th Grade Students
Weslaco ECHS	10th Grade Students
Sharyland ISD	Dual Credit Students
PSJA ISD	Dual Credit Students

- Director and Dean for Dual Credit Programs hosted the Dual Credit Programs Student Academic Achievement sessions with Government, Math, English, History and Biology to seek insight and perspective on student behaviors that affect academic achievement, April 26-30
- Director and Staff attended Mission & Goals Action Plan meeting to document next steps, efforts and initiatives, April 28
- Director participated in a meeting to discuss potential involvement of offering a new program of Cosmetology to high school's students in the future. Dean recommended for Program Developers to attend CTE Dual Credit Programs related events to introduce the opportunity, April 29
- Director attended a transfer presentation with the representative of Bellevue University, April 29

RELATIONS MANAGER'S REPORT:

- Manager coordinated Spring 2021 Graduation Distribution logistics for dual credit students to be held April 5-19, 2021 at the Mid-Valley, Pecan, and Starr County Campuses
  - A total of 1,300 dual credit graduates have picked up their graduation items
    - Mid-Valley Campus = 280
    - Pecan Campus = 970
    - Starr County Campus = 50
- Manager worked on updating and finalizing the 2019 DCP Annual Report
- Manager maintained the Zoom requests portal for program recruitment presentations and information sessions
- Manager continued marketing the 2021 Youth Camps
- Manager coordinated logistics for the STC Virtual Program Fair to be held the week of May 17-24, 2021
- Manager coordinated logistics for the Summer Bash Program Fair to be held August 5-7, 2021 at the Starr, MV, and Pecan Campuses

- Manager created and planned the Starfish Portal marketing strategies and website revamp
- Manager created a DCP Board Game "Jag-opoly" for students to understand the 4 options
- Manager started working on 2022 National Summit for Dual Credit Programs conference

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met to discuss Summer Planning of events, April 1
- Associate Dean and OPOD Manager met with an outside consultant to discuss possible speaking dates, April 12
- Associate Dean and OPOD Manager met with Dual Credit Programs for PD Planning meeting, April 13
- Members of OPOD Team met in Monthly STC Tech support Committee, April 14
- Members of OPOD Team met with Dean of Nursing and Allied Health to discuss and develop training opportunities for staff, April 27

ACADEMIES AND TRAININGS:

- Associate Dean facilitated *Ambassadors Cross Training Academy* (A.C.T.A.), April 8, 22 & 29
- OPOD facilitated two cohorts of a 3-part series, *Building Resistance in Challenging Times*, the workshop was led by an outside consultant, April 7-23
- OPOD Specialist facilitated workshop *Power Up: Professional Development System*, April 13
- Instructional Coach facilitated Week One of Spark Online, February 22-26
- Instructional coach facilitated FOCUS Academy, April 9 & 23

COLLABORATION WITH OTHER DEPARTMENTS:

- Education Technologies in collaboration with Professional Development facilitated the workshop *Create and Collaborate Using Padlet*, April 16
- Education Technologies in collaboration with Professional Development facilitated the workshop *Open Forum – Faculty Q&A Session*, April 16
- Educational Technologies in collaboration with Professional Development assisted with workshop *Gimkit Live and Gimkit Ink*, and was led by an outside consultant, April 23
- Educational Technologies in collaboration with Professional Development assisted with workshop Creating Animated GIFs, Memes and Avatars, and was led by an outside consultant, April 23

PROGRAMS IN DEVELOPMENT:

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

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations at MVC.
    - Hosted MV Campus Promo video production, Apr. 02
    - Hosted Police Investigator training, Apr. 4-5
    - Hosted Fork Lift training, Apr. 17
    - Participated in Professional Development Training, Apr. 21
    - Hosted MVC Faculty/Staff Advisory Committee meeting, Apr. 22
    - Participated in PDC meeting, Apr. 23
    - Participated in Academic Council meeting, Apr. 26
    - Participated in College Safety Committee meeting, Apr. 26

    - Hosted Police/DPS regional training Apr. 26-30
    - Hosted Lean Manufacturing training for KAPAL Inc., Apr. 28
- Student Activities & Wellness Department
    - Distributed Food Pantry, various dates
    - Hosted Dual Enrollment Leadership Academy Workshop, April 09
    - Hosted Cap & Gown Distributions for students, Apr. 5-19
- Dual2Degree held Virtual College Fair for HS Sr. and Jr. students, April 05-09
    - Hosted Construction Supervisor training, Apr. 13
- Library hosted Civil War Exhibit, Apr. 19-23

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Met with TAMUK Staff regarding grant for MV area, April 06
    - Assisted at KMC Vaccination clinic, various dates
    - Attended Exec. Board Meeting for Chamber of Commerce, April 20
    - Attended Chamber of Commerce General Board Meeting, April 20
    - Met with Weslaco Museum Director to accept Museum Board of Directors position, April 2

ENROLLMENT ACTIVITIES:

- Mr. Montez met with several Faculty, Staff, Student and Community members to assist with campus enrollment:
    - Met with Admissions to discuss class/course demands for Summer/Fall, Apr. 07
    - Provided pictures & info to Dean for BPS&T for Technology Courses Development/Promotion at MVC, Apr. 06
    - Met with Enrollment Dept. Regarding face-to-face offerings for Summer/Fall 2021, Apr. 14
    - Reviewed B&T course offerings for Fall 2021, Apr. 16
    - Met with Computer & Advanced Technologies Dept. to promote courses at MV, Apr. 22
    - Hosted Donna IDEA Fast Track, Apr. 28
    - Hosted Alamo IDEA Fast Track, Apr. 30
    - Hosted individual registration for Summer/Fall 2021

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Met with Assistant Director CATE RGCCISD to discuss food services for summer camps on campus.
- Discussed TSI with Director of Counseling with RGCCISD to improve scores for entry college.
- Discussed serving on parent committee on RGCCISD for upcoming fall semester.
- Discussed serving on Emergency Plan Committee for summer and fall semester RGCCISD.
- Continued volunteer services for COVID-19 data entry to state system.
- Coordinated with Board of Trustees to hold end of month board meeting on campus.
- Continued work with Starr County Community Coalition to schedule monthly meeting.
- Collaborated with Director of CATE RGCCISD to offer summer camps on campus starting in June 2021.
- Collaborated with South Texas Prevention Navigation Program to offer mental health services to Starr County residents.
- Coordinated with UTRGV-Starr County Campus to recruit current AAT Program students.
- Agreed to continue annual collaboration with UTRGV-Starr County for sharing student information and recruiting AAT Program.
- Worked with Business Office to provide food truck possibilities on campus to serve students and community.
- Helped RGCCISD Director of Counseling distribute graduation information to community.
- Continued work with Starr County Community Coalition to provide services to keep young people off of drugs and alcohol.
- Worked with Roma spiritual services to provide convocation activities on campus.
- Continued promoting technology programs on campus and advertise to community for adults.

- Provided campus tour to DPS for community outreach.

COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods.
- Board Meeting. April 27, 2021
- Department of Public Safety Training. April 29 & 30, 2021

ENROLLMENT ACTIVITIES:

- Drafted and finalized letter for mail out to 2021 graduates to register now for fall 2021 RGCCISD
- Finalized separate letter for mailout to Roma ISD for 2021 graduates to register now.
- Continued with monitoring and providing case management for technology programs to register now.
- Committed to RGCCISD to serve as guest speaker for career summer camp.
- Finalized roster for recruiting purposes to deliver message to "register now" for summer/fall 2021.
- Continued work with Student Success Specialists to register technology program students for summer/fall 2021.
- Toured facilities to ensure proper equipment in technology programs in all buildings.
- Welcomed new Continuing Education technician started work beginning of this month April 2021 to begin recruiting.
- Granted permission by RGCCISD to speak as guest at summer camps for recruiting purposes.
- Continued work with Emergency Management in Starr County.
- Strengthened Continuing Ed. Department by adding new customer service technician to begin recruiting.
- Worked with Continuing Ed. Technician to provide space and equipment on roster for recruiting purposes.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended meeting with Interim VPAA and Deans to discuss CBE courses and procedures regarding the recent changes to the SACSCOC Substantive Change policy.
- Attended meeting with Cosmetology program developer, Dean of BPST and consultant to discuss proposed curriculum and answer questions regarding the projected budget.
- Attended a Degree Works meeting to discuss the timeline for the application update in May and discuss testing of the application.
- Met with the Dual Credit Program Scheduling Manager to discuss the implementation of prerequisites in Degree Works, rather than in the Banner SIS, and discuss the impact on prerequisites for dual credit students.
- Met with the Biology program chair and faculty to discuss the agricultural courses and the process to add them to the Core Curriculum.
- Attended the Banner User Group meeting to discuss the Degree Works upgrade timeline and expectations.
- Attended the College-Wide Curriculum Committee meeting for April.
- Presented the draft AY 22-23 Academic Calendar and the non-credit proposal for the Production, Logistics & Maintenance Technician certificate at Planning & Development Council.
- Attended and presented at Academic Council on the proposed AY22-23 Academic Calendar and the new Concourse Student Statistics feature that will be available to faculty this upcoming Summer term.
- Attended the CBE Meeting with San Jacinto College in case questions related to CBE scheduling came up.
- Finalized the Geospatial Engineering Technology program proposal and sent it to the developer and Dean of BPST for review.
- Began compiling the data for the proposed AA in Early Childhood and developing the program development proposal; sent email to developer with pending items and custom timeline to implementation for the purposes of remaining on track.
- Began working on the proposed AAS in Biotechnology proposal and update job projection and wage data based on occupational titles provided by the developer, added survey information and requested proposal cover from OVPAA's office.
- Completed percentage report of course modalities for Summer and Fall 2021 terms by division, at the request of the Interim VPAA.

- Continued working on the Higher Education Regional Council Report; worked with Dual Credit Scheduling Manager to obtain a list of high school sites for STC courses offered.
- Compiled a CBE offering report for Fall 2020 and Spring 2021, at the request of the MSITB division.
- Disbursed the Concourse Syllabi Status report to the instructional deans; the college was at 99% as of April 28.
- Followed up with department chairs to submit updated OER course offerings to ensure data was accurate.
- Attended the TACTE Conference and attended the "WECM 101 General Session", the "Investing in Faculty Credentialing for Credit via Prior Learning", and the "Innovated Pathway to Advancing Educational Completion and Employability in Information Technology and Related Workforce Disciplines".
- Attended the "Adapting to the Revised Substantive Change Policy" webinar through the LEAP organization.
- Created the Master Syllabi Templates for new course offerings for Summer 2021 in Concourse to allow the department chairs time to update before the term begins.
- Worked on developing the prerequisite logic for the combination of test scores from the previous TSI and the new TSI 2.0 assessments, due to the recent developments from THECB.
- Attended the Ellucian Live 2021 Virtual Conference and attended sessions relating to Degree Works, including "Using Degree Works for Prerequisite Checking", which will assist with the implementation project this upcoming Summer.
- Worked on and finalized the AY21-23 IE Plan with goals for the Curriculum Department.
- Assisted THECB Liaison from STC with compiling data for the OER Landscape Survey.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with Web Design Specialist to discuss scheduling project and updates in Microsoft Power Automate in relation to one of our goals for our Comprehensive Operational Plan.
- Attended Degree Works meeting to discuss the latest version of Degree Works 5.0.5 and timeline for testing.
- Attended meeting with Director of Curriculum and Dual Enrollment Scheduling Manager to discuss use of Degree Works Scribe for prerequisites.
- Attended the College-Wide Curriculum Committee meeting held on April 20.
- Working meeting with Curriculum Director to complete the 2021-2023 IE Plan.
- Attended meeting to discuss Student Statistics feature in Concourse and develop a communication plan for Summer 2021.
- Attended the BUGs meeting to discuss Degree Works upgrade, Banner testing, test plan, and upcoming downtimes and upgrades.
- Worked on the 2021-2022 Faculty Handbook updates and email correspondence with section owners.
- Continued updating TSI score combinations in Banner for Fall 2021.
- Managed course evaluations in SmartEvals which included drop uploads, updates, and email reminders to faculty and students.

Session	Final Response Rate
N1	58%

Session in Progress	Response Rates
N3_M3	14%
N9	2%
Reg	26%
M0	15%
K2_N13	18%

- Worked on EMSI reports as requested by Specialist Assistant to the CE President for a grant proposal.
- Audited the attributes report to ensure F2F, SYNC, and IPH sections were properly tagged and code is presented in title.
- Audited Spring 2021 minimester to review and update those with zero enrollment, missing faculty assignments, reduce capacity on online exceptions courses.
- Audited the Spring 2021 courses to reduce the class maximum to the approved cap as per the Scheduling Guidelines for courses under the N15 session.
- Worked on the OSA and Institutional Awards audit.

- Audit Spring 2021 minimesters for census efficiency reporting.
- Attended TACTE 2021 Conference to obtain updates and information on WECM and THECB.
- Attended Ellucian Live 2021 conference to obtain most up to date information about Degree Works and Banner.
- Attended CourseLeaf webinar: CAT 210 – Publishing Dashboard and Edition Management.
- Attended CourseLeaf Catalog webinar on Course Draw Configurations and webinar on "What's New in Catalog" to obtain most up to date information regarding the college catalog.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with faculty members and program chairs to discuss inquires on the Core Objective Improvement Plans and rubric revisions due April 19.
- Met with Director of Student Rights and Responsibilities to discuss and plan department team building, communication and conflict resolution training.
- Met with the Director of Career and Employer Services and Liberal Arts Dean to review and discuss the College Central application and potential capabilities for ePortfolio, badging, and co-curricular transcripts.
- Attended Adapting to the Revised Substantive Change Webinar hosted by LEAP.
- Participated in IE Focus Group to discuss areas of concern, potential revisions, and strengths. Proposed institutional interactive calendar to group like projects and scaffold due dates with targeted training and resource materials.
- Met with the Human Resources Program Chair to test JagPRIDE PLO Data Entry updates and KV section expected proficiency level in comparison to other sections. A follow-up meeting is planned to roll out approach to other KV sections in Accounting, Business Administration, and Management.
- Met with Liberal Arts and BPST Deans to review and discuss KV section precedence and best practices.
- Met with HR Assistant Chair to review and discuss PLO Assessment Plan and JagPRIDE revisions.
- Met with Philosophy Department Coordinator to discuss PLO Assessment Plan and JagPRIDE revisions and Improvement Plans.
- Met with EMT Program Chair to review and discuss PLO Assessment Plan data and Improvement Plans. Follow-up meeting planned.
- Met with English Program Chair to review and discuss PLO Assessment Plan data, Improvement Plans, and recommendations for Core Objective Improvement Plans and rubric revisions.
- Participated in three-part series: Building Resilience, Overcoming Challenges & Sustaining Changes Over Time professional development workshop.
- Met with IT to discuss the status of the JagPRIDE PLO rewrite and findings with data entry testing in preparation for the launch on Monday, April 19.
- Participated in President's Administrative Staff Meeting and Strategic Plan break out room focused on Academic Integrity and Excellence direction and efforts.
- Participated in Ambassadors Cross Training Academy professional development workshop.
- Met with program chairs, assistant program chairs, and coordinators to review and discuss PLO Improvement Plans.
- Met with faculty members and program chairs to discuss inquires on the Core Objective Improvement Plans, rubric revisions, and recommendations due April 19.
- Met with Associate Degree Nursing Program Chair for duplication on clinical sections for RNSG 2361 and RNSG 2363.
- Met with IT to update Data Analysis Signature and Argos audit report accuracy and functionality.
- Meet with Director of IEA to review and discuss IE plans and future collaboration to group like training for faculty.
- Presented at College-Wide Curriculum Committee and facilitated formal vote with Q&A.
- Participated in Storytelling Tools (AKA Content Creation Tool for Teacher and Students).
- Participated in and presented Learning Outcome updates at Academic Council Meeting.
- Attended Farwell Event for Director of Public Relations.

- Met with IVPAA and Director of Human Resources to discuss faculty contracts and IT access to JagNet and JagPRIDE after contracts end. Solutions for minimester reporting in JagPRIDE are in development, as the application is not available year-round for maintenance and rewrites/updates.
- Met with Director and AA of Curriculum to plan Master Syllabi learning outcome updates in Concourse and Active Learning Classroom (ALC) inventories.
- Met with IT to develop a new department share drive and transfer files.

Projects:

- 2020-2023 PLO Assessment Plans: Revisions based on program requests and completed fall-to-fall improvement plans.
- 2020-2021/2021-2022 Budget: Collaborated with Curriculum Administrative Assistant to request quotes and prepare requisitions for final purchases based on departmental needs. Completed capital budget request justification for the 2021-2022 assessment management platform procurement aligned with department IE Plan.
- New Staff Onboarding: Collaborated with team members to provide new Learning Outcomes Specialist access to phone, computer, and applications, as well as training in preparation for position expectations and responsibilities. Developed JagPRIDE FAQ with solutions as an additional reference in the department Handbook of Operations. Updated Handbook of Operations, Reviewed IE Plan/Xitracs, inventory, CWCC process, and Argos reporting.
- Fall-to-Fall PLO Improvement Plans: Preparing targeted program chair training to finalize improvement plans by the end of the spring 2021 with fall 2021 implementation and developing an additional Improvement Plan Reference Guide.
- JagPRIDE PLO Rewrite: Completed 99% of the mass activity inserts for aligned spring 2021 PLO courses, one NAH program is pending due to additional CLO mapping research. Tested application updates Testing PLO Activities, Data Entry, and Data Analysis functionality and signatures. Collaborating with IT on future ability to roll-over activities and integrate additional reporting features.
- Core Objective Improvement Plans and Rubric Revisions: Met with faculty members to discuss inquires on the Core Objective Improvement Plans and rubric revisions due April 19. Compiling recommendations in preparation for College Wide Curriculum Meeting on April 20 with the goal of approving revisions by the end of spring 2021 with fall 2021 implementation.
- Presented at CWCC Meeting sharing recommendations and options for implementation. Reviewed and verified all College-Wide Curriculum Committee Votes and shared final votes outcomes with CWCC and Academic Council. The final vote is as follows:

  Core Objective Rubric Revisions
  - 81% (17 votes) Use the existing rubrics for 2021-2022. Begin developing division rubrics fall 2021 (if needed) and implement fall 2022.
  - 14% (3 votes) No changes for the remainder of the 2020-2023 assessment cycle.
  - 5% (1 vote) Develop division rubrics (if needed for fall 2021 implementation.

  Core Objective Targeted Improvement Plans
  - 88% (21 votes) Division teams develop three targeted improvement plans in fall 2021, finalize spring 2022, and implement fall 2022.
  - 8% (3 votes) Refine recommendations and finalize vote on May 6.
- JagPRIDE Launch: Revised PLO User Guide to reflect application revisions. Assisted faculty with JagPRIDE navigation. Updated instructor of record for needed ADN and Patient Care Technician sections. Data submissions due Monday, May 17.
- IE Plan: Completed and submitted 2021-2023 IE Plan in Xitracs and Academic Initiatives and Projects Officer.
- Department Inventory: Developed spreadsheets to document all inventory (no tag, purple tag, or silver tag) for each office with scheduled spring inventory updates.
- Faculty Handbook Revisions: Updated Learning Outcomes Assessment summary and Chair Responsibilities.
- Academic Affairs Comprehensive Operational Plan: Met with participating faculty, collected student feedback, created a OneDrive Folder with audit and faculty submissions, and provided a status report to IVPAA.
- JagPRIDE Argos Reporting: Collaborated with IT to troubleshoot inaccuracies in reporting.

Reports:

- 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.
- Drafted Annual Progress Report (APR) for final reporting, due Friday, April 9.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Requested vendor list from BO for ANWTS. Requested architect/ contractor/ engineer list from FPC for ANTWS. Finalized ANWTS sponsorship booklet. Sent in request to have ANWTS web banner updated on marketplace.
- **Meetings** – Conducted virtual VS monthly meeting on Friday, April 16th. Planned the AE End of the Semester Social to be held on May 4th at 3:00 pm via Teams
- **Retention** – Assisted students with changes to registration and degree plans.
- **Recruitment** – Began reviewing Class 25 applications.
- **Administrative –** Created and sent out Graduation packages with regalia for VS graduates. Submitted final mileage report for VS Assistant in preparation for his departure from STC. Reviewed and made necessary changes to the 2019-2021 IE Plan goals for technical completeness. AE team submitted 2021-2023 IE report. AE staff attended AA Round Up Workshop on Tuesday, April 27th at 9:00 am via Teams Submitted requisition to replace office guest chairs. Made office preparations for the new Starfish Administrator.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Conducted virtual PTK General meeting on Wednesday, April 28, 2021 at 4:30 p.m. via Teams. Student Success Specialist and student officers attended the Virtual PTK Catalyst from April 8th – 10th. Held Spring 2021 Virtual Induction Ceremony on Thursday, April 15th via Teams
- **Scholarship:** Met with students to discuss graduation, and transfer scholarships.
- **Administrative** –Processed new membership dues. Paid registration invoice for PTK Catalyst: International Convention.

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** – Connected with faculty to discuss their interest in offering Honors courses in the Fall

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Perkins Grant
    - Met with the Grants office, to discuss/review Biannual Report. The Grants office provided feedback/recommendations, which were used to edit the report. A final draft was saved in the Grant SharePoint folder.
    - Follow-up emails were sent to the Dean and Program Manager for NAH regarding Time and Effort request from the Grants office.
    - An email was sent to the Grants office requesting an extension to submit the T&E form. An extension was granted for the following Friday, April 9th.
    - Reviewed email from Grants office regarding upcoming Site Visit. The dates/times were blocked on calendar for the upcoming site visit, and Deans/Program Managers were emailed regarding the site visit.
    - Forwarded email from Grants office regarding Virtual site visit updates to all Deans/Program Managers.

- Participated in conference call with Perkins PI to discuss Virtual Site visit; PI recommended Program Chairs for ADN, AEDT, and ELPT also be in attendance. An email was sent to Deans regarding the recommendation.
- Created spreadsheets, specific to each division, to be used to collect data for Final Perkins report.
- Reviewed email from Dean for NAH, informing the Grants office that the IVPAA had approved the NAH Advisor Position under Carl Perkins Grant.
- Followed up with Grants to ask for status of electronic signatures for Commitment form for the CDEC department Student Success Specialist assignments;
- A meeting was scheduled with the CDEC department next week to discuss Specialist positions funded through Perkins. Met with CDEC to review and answer questions/provide guidance regarding the Perkins funded Student Success Specialists and reporting requirements.
- Met with CDEC, ET and IT representatives to discuss Mid-Valley Childcare video cameras and student observations; discussed concerns regarding FERPA regulations and other concerns raised by the IT/ET Departments.
- Reviewed and responded to email request from Grants office regarding Perkins Requisitions for purchases (i.e. whether all equipment has been ordered, if so, what are PO #s, etc.).

- CAEL Grant
  - A final annual convening was scheduled to discuss final thoughts, challenges, accomplishments, etc., before wrapping the grant. Participated in the 4-day LASS Virtual Convening 2021. During this time, the 15 institutions were invited to share out their projects, challenges, and lessons learned. STC was able to provide information about the changes to onboarding processes and communications, which target the adult (Latino) learner.
  - The grant ended at the end of April 2021. STC will now undergo collecting data to compare it to data collected at the onset of the grant (3 years ago).
  - Reviewed and responded to email from CAEL regarding CAEL Membership Onboarding;
  - Reviewed email from Business Office regarding remaining budget;
  - Received email requesting I review and provide feedback for Final Report; currently reviewing the report.
  - A meeting is scheduled for first week of May to discuss/learn about LASS Membership.
- Knapp Community Care Foundation Grant:
  - The grant has come to an end.
  - The NAH Dean provided Knapp with a final report, which was loaded through the online system;
  - Images of the events that took place were also provided to the grantor, along with a Thank You letter from the Dean for NAH.
- Reviewed emails regarding the following grant opportunities:
  - Carl Perkins RGV Cybersecurity Regional Pathways Grant
  - League of Innovations - Project Firstline: Infection Control in Community College Curriculum
  - Perkins State Leadership Grant

INITIATIVES:

- Starfish
  - Met with Dual Credit Manager, DC and PR representatives to discuss modifying Starfish webpage to include video tutorials. Provided links to Hobsons video tutorials, which will be uploaded to the revised webpage.
  - Ran the final 2nd Progress Survey report for Dual Credit programs and compared to the initial report. There was an increase in submissions, which rose from 1075 to 1383 (an increase of 19%).

    Dual Credit:

Total Submitted	1075
Total Not Submitted	569
Percent Submitted	65%
Percent not Submitted	**35%**
(as of 2021-03-24)	

Total Submitted	1383
Total Not Submitted	**261**
Percent Submitted	84%
Percent not Submitted	16%
(as of 2021-04-09)	

  - Provided ongoing Starfish Technical support to faculty/staff.

- QEP
    - The Co-QEP Director NOE expired on March 31st; therefore, discussed whether the QEP will no longer need a Co-Director. According to the DHSI Coordinator, the Starfish Administrator cannot serve as the Co-Director, as this is not part of the job description.
    - A meeting to discuss the Gallery (ATD Coach Project) was scheduled but because of the cancellation of the QEP Co-Director and hiring of new Starfish Administrator, the meeting was rescheduled.
- Other
    - IE Plan:
        - Participated in IE Plan Development meeting.
        - Worked on the 2021-2023 IE Plan for the IVPAA;
        - Met with IE Director to review and discuss draft of IVPAA's IE Plan;
        - Edited IE Plan and forwarded to IVPAA for review and feedback. The draft needs to be uploaded to Xitracs by Monday, April 26, 2021.
        - Currently reviewing 2021-2023 IE Plan drafts for other areas of the AA Division.
        - Reviewed the 2021-2023 IE Plan for the Academic Affairs Division; requested Administrative Assistant's help in printing the IE Plan for the AA Division and placing it in a binder, which was provided to the IVPAA for review, feedback and/or approval.
    - SACSCOC Annual Conference:
        - Received email from SACSCOC, re: Call for Proposals;
        - Information about Call for Proposals was shared with Deans and the following presentation proposals were submitted by the April 23rd deadline:
            - Emerging Stronger: Planning, Collaboration & Online Faculty Certification, Anahid Petrosian
            - Dual Enrollment & Accreditation: A Model for Success, Fernando Chapa
            - A Model for Adapting Online Competency Based Education Programs in Times of Uncertainty", Kevin Peek
            - Evolution of the AEDT Work Force Program. AEDT Department
            - Evolving and advancing with leading-edge design and immersive technologies in higher education post pandemic, AEDT Department
- League of Innovation – Excellence Award:
    - Received email from League that all three nominations, Google IT, BASOL/CBE Programs, and Using Starfish at Starr Campus to increase Persistence were grouped together for the Excellence Award. League has requested a group pic of all the recipients.
    - Received email from League notifying us that the programs nominated for the Innovation Award were selected for the award.
    - Currently working with PR & Marketing to schedule a group photo, which will be submitted to League to be displayed on their website.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted the MSITB Division with development and/or updates to booklets
    - Bachelor Programs
    - Competency-Based Education Student Handbook
    - Cybersecurity
- Assisted OPOD with review and selection of "This I Believe" statements
- Continued to coordinate recognition of AY20-21 faculty retirees
- Continued to coordinate workgroup co-chairs meeting for STC & UTRGV Collaborative
- Coordinated logistics for upcoming events
    - LHE Workshop
    - Open Forum: Q&A Session for Faculty Ranking System
- Coordinated week of orientation meetings for new Starfish Administrator
- Coordinated agenda and handouts for April Academic Council Meeting
- Developed Academic Affairs Highlight featuring EMT graduate

- Prepared handouts for Cabinet meetings
- Provided data for DHSI Grant Final Report
- Reviewed and edited Dual Credit Programs communication to high school partners
- Reviewed and suggested edits for PLMT program development packet
- Reviewed and suggested updates/edits for May 2021 ad for The Monitor
- Reviewed, edited, and submitted the Academic Affairs Monthly Activity Report
- Reviewed articulation agreement with Weatherford College
- Revised and submitted final Ballet Folklórico PPT for EWDC Meeting
- Revised "A Night with the Stars" Sponsorship Request cover letter and booklet
- Submitted edits for Academic Affairs Comprehensive Operational Plan
- Submitted presentation proposal for the 2021 SACSCOC Annual Meeting

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- 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 process for part of terms: K2/M3/M6/N3/N10/N13
    - Ran Initial PEPFLAC for part of terms: N9/N11/N15
- 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: A101 and A144 Breakroom
    - Technology Campus: Master Plan for buildings A and B
    - Starr County Campus: Welding Lab Expansion
    - Move/Setup Request in process for Faculty and Staff
- Continued working with instructional divisions on symbol design for the Graduation Banners
- Continued working on FY22 Budget Development submission
- Continued working on FY22 Staffing Plan Requests
- Continued working on FY22 Faculty Handbook and Pay Plan revisions
- Continued working on updating Grade Appeal Procedures
- Final report for the Knapp Community Care Foundation grant
- Finalized the list for HR Applicant Screening and Recommendation Members
- Finalized revisions to Spring 2021 Graduation Program

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
    - Assisted with photo edit for PowerPoint presentation
    - Worked on Bachelor Degrees Report cover design
    - Assisted with header artwork for OVPAA Agenda Documents Letterhead
    - Edited Academic Affairs Certification Table
    - Assisted with Academic Affairs Support Staff Meeting PowerPoint artwork
    - Worked on Competency-Based Education booklet artwork for cover, header banner, and table designs
    - Competency-Based Education Fundamentals Certificate design
- Assisted Dual Credit with updates for Dual Credit Programs Profile Infographic for 2019-2020 Academic Year
- Assisted Dual Credit Programs with artwork for South Texas College Virtual Program Fair flyer
- Assisted Public Administration with making content updates/changes for Career and Educational Pathways in Public Administration booklet
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners
- Worked on Associate of Arts Degree in Early Childhood Program Development Proposal cover design for Curriculum
- Worked on Biotechnology Program Development Proposal cover design for Curriculum Dept.
- Worked on content updates for "A Night with the Stars" Sponsorship Request booklet

MEETINGS:

- Participated in virtual meeting with Faculty Senate Executive Committee, April 6
- Met with Cybersecurity program chair via Teams to discuss booklet updates, April 6
- Met with BPST Dean, RCPSE Director, and Law Enforcement Chair to discuss portable usage, April 7
- Met with FPC, BPST Division, and Architect to discuss Starr County Campus Welding Lab Expansion, April 8
- Attended Ballet Folklorico presentation run-through meeting via Teams, April 8
- Attended logistics meeting for IE Plan development meeting via Teams, April 8
- Virtually held Grade Appeal Committee meeting, April 9
- Attended IE Plan development meeting for instructional divisions, April 9
- Attended Teams meeting to discuss development of Guitar Non-Credit Certificate, April 13
- Attended LHE Workshop via Teams, April 14
- Participated in planning meeting for upcoming DCP Taskforce Meeting, April 14
- Conducted meeting to discuss status of tasks for 2021 “A Night with the Stars,” April 15
- Attended Open Forum – Q&A Session on Faculty Ranking System via Teams, April 16
- Met virtually via Teams to review Title IX Cases- Students, April 16
- Met with Dean for BPST and Office Administration staff to discuss Pecan instructional labs, April 20

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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: MAY 25, 2021

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2021 THROUGH APRIL 30, 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 which is expected to be complete in February 2022. Also, as part of this project the in-house self-service apps created under the previous version will be enhanced. The IT team is currently working on the self-service Student Obligation Acknowledgments, Payroll Distribution Report, and Sick Leave Pool apps. The enhanced self-service applications will be launched using 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 at the college come to normality.

DEGREE WORKS

The Applications Development team continues to work on the Degree Works upgrade. This project is expected to be ready for testing in July but the go live date in production has been moved to the Fall once the start of the semester is over. The upgraded application features will allow STC and other Higher 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 course work from STC to other four-year institutions. The IT team reached out to UTRGV and Alamo College to possibly collaborate on this project to automate degree planning and transfer equivalency.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT team has been holding weekly meetings with the Tyler Junior College technical team to coordinate next steps and installation plan to build a Disaster Recover site at TJC. 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 IT and Facilities teams began the conversation to replace the generator that powers the M Data Center for a new gas device. 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 engineering services agreement has been executed and budget transfers are underway to design and construct the project.

OFFICE 365 MIGRATION

MS Teams allows the STC community to hold virtual sessions with individuals within and outside the college. Its adoption continues to grow among students, faculty, and staff who use this solution to conduct virtual meetings, classes, online symposiums, conferences, outreach events,

and many other types of events. The use of Microsoft Teams along with 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 is working with the vendor on the configuration of the software that will provide additional computing resources for improved virtual server performance and capacity.

After testing the software virtualization with various academic departments, the IT team will install the enterprise licenses to virtualize software and make it available for students to use in the Open Labs and other departments. The IT department is planning to present this project during the June meeting of both the Academic Council and the Planning and Development Council in order to get faculty and staff's feedback.

APPLICATION TEST SERVERS UPGRADE

The IT team worked on the software upgrades required for the new hardware for the test environment cluster. The team encountered an issue while downloading software patches and initiated a ticket with Dell support. Test servers such as Banner, Degree Works, and JagNet were migrated last month, and no issues have been encountered. The IT team continues to monitor the servers' performance.

JABBER IMPLEMENTATION

The IT team continues to work on the deployment of the virtual phone, Jabber, district wide. The team reached out to Counseling & Student Access Services, Academies & High School Projects, Academic Advancement, Academic Excellence Programs, and Admission & Records departments. A total of 80 Jabber user profiles were configured for these departments. The next step in this project is to deploy the Jabber software to all STC owned laptops district wide and make this application part of the STC laptop baseline.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 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:

- 4/01/2021: CCUMC PD Meeting
- 4/02/2021: ET Leadership Team Meeting
- 4/05/2021: ET Project Updates Meeting, STC & eGlass from HoverCam
- 4/06/2021: Accessibility Event Planning Website Overview/Review, Council of Chairs
- 4/07/2021: Pecan Campus Library Consultant Coordination Meeting
- 4/08/2021: ET Director One to One, CCUMC PD Event
- 4/09/2021: Meeting with Sandra Molina and Yolanda Martinez, ET Leadership Team Meeting
- 4/12/2021: ET Project Updates Meeting, CCUMC PD May Calendar
- 4/14/2021: Spring 2021 Graduation Meeting
- 4/16/2021: LLSS Administrator Meeting, ET Leadership Team Meeting
- 4/19/2021: ET Project Updates Meeting, Google Form Review
- 4/20/2021: Starr County Campus Visit
- 4/21/2021: Graduation Discussion, Student Union
- 4/22/2021: CCUMC PD Tech Talk Session
- 4/26/2021: Graduation Meeting, ET Project Updates Meeting, Records Management Meeting, Presidential Forum Meeting, Meeting with Leslie Fisher for August
- 4/27/2021: Farewell Event for Daniel Ramirez, STR Campus Visit/Board Meeting, CCUMC Interest Group DEI Roundtable
- 4/28/2021: Best Practices for Presidential Forum Meeting, Presidential Forums ET Support
- 4/29/2021: CCUMC PD Meeting
- 4/30/2021: ET Leadership Team Meeting, MV Childcare Project Meeting, Advisory Committee 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	76
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	206

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	371
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**787.25**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	3	10	0	1	1
Data Projector	14	0	9	0	1
Projector/ Laptop	0	2	0	0	0
Computer	20	2	9	0	0
Microphone (Hand Held)	1	4	3	8	10
Microphone (Lapel)	14	0	0	0	0
RF Remote	0	1	5	4	1
PA System	0	1	0	0	0
TV/ Display	0	4	0	0	1
Screen	0	3	0	0	0
Portable Table	0	1	0	0	7
Keyboard/ Mouse	1	2	0	0	0
Mic Stands	0	2	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	0	0
iPad	3	2	0	0	1
Mixer	2	2	0	0	12
Webcam	1	0	0	6	4
MAC Adaptor	0	0	0	0	0
Video Camera	1	0	0	0	1
Direct Box	0	0	0	0	1
Digital Camera	0	0	0	0	0
Speakers	9	0	0	0	13
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	8	0	0	0	1
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	13	0	0	0	0
Interactive Display	7	0	0	0	0

PTZ Joystick	7	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	*104*	*36*	*26*	*19*	*54*

DR. BRADLEY W DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 IE Plan Objective Updates, Formatting and Presentation.
  - Spreadsheet presentation of all IE Objectives and Mid-Biennium responses.
  - Links from department and division IE Plan goals to the Strategic Directions Xitracs Plan as needed.
  - IE Plan Progress Tracking.
  - Objective Analysis – Reorganized data from Xitracs.
- Research on Data Standards and Integrity (including presentation) - Discussed ZOGOTECH, PowerBI, ODS and Mirror options to displaying data for internal users.
- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report.
- 2021-2023 IE Plans.
  - Short titles.
  - Track status.
- 2019-2021 and 2021-2023 Entity Tree.
  - Updated IE Plan writers lists and completion tracking status.
- IE Plan Assessment - Focus Group Feedback. RAS has completed the focus group sessions.
- Comprehensive Operation Plan (COP) – Finalization and publication.
- Support for Program-based Accreditation (Re-accreditation) - Participated in the administrator panel interview and exit summary presentation for Respiratory Therapy's re-accreditation virtual on-site visit. (one recommendation for the program dealing with assuring consistency in assessment of clinical setting performance.)
- Institutional Effectiveness Committee (Start-up) - Developed a draft set of By-Laws for the new Institutional Effectiveness Committee, including purpose, goals, membership, and responsibilities.
- IE Plan Development Meeting for Academic Program Chairs.

MEETINGS / TRAININGS

- QEP Follow-up - Coordinating with RAS, IRESP, and QEP leadership to begin intensive discussions regarding progress, assessment, and advisory committee involvement.
- Strategic Planning/IE Plan Objectives - Director edited and shared notes from PDC breakout session, facilitated regarding the measures and progress on the strategic directions in Goal 1 of the STC Strategic Plan.
- Division (IEA, RAS & IRE) weekly meeting.
- Meeting with Dr. Petrosian and Academic Affairs leaders and ancillary support
  - Created spreadsheet with all academic programs and IE Plan writers and chairs, showing which programs are clustered and which have independent IE Plans (including IE Plan responsible parties within the programs in a cluster).
  - Meeting resulted in additional resources for IE Plan writers in Academic Affairs. Dr. Petrosian's IE Framework was instrumental in working with academic deans and program leaders (chairs, coordinators, etc.)
- Ambassadors Cross-Training Academy – After attending weekly sessions Academy ended with the pinning ceremony.
- President's Administrative Staff Meeting – Preparing interactive break-out sessions by strategic goal.
- IE Plan Development Presentation.
  - Two Basics and Beyond workshops on IE Plan development for novices or those needing a refresher;
  - One Questions & Answers workshop on IE Plan development for those with the basics, but who want to explore aspects of the IE process;
  - Led breakout session during PDC regarding the measures for two strategic directions for Goal 1 of the Strategic Plan - feedback for potential initiatives and revised measurements for success.
- Coffee Collaborative (Occasional Leadership or Participant Role).
  - OPOD contacted Director to be part of the presentation for the Coffee Collaborative on "How can we work strategically across departments to address problems effectively?
  - Director met with Jessica Galloso of OPOD to discuss his role in the Coffee Collaborative "Think Tank" regarding collaborating across departments to solve challenges. Looked at the RAS report on themes across the 2019-2021 IE Plans.

FACTBOOKS AND DATA PORTAL

- Pass rates and grade distribution report by enrollment and by course type for data portal.

- Researched THECB data for the KPIs, data portal, and factbook update.
- Fall to Spring persistence rates by major report.

DATA REQUESTS AND SACSCOC

- Strategic Planning / KPI Data Support - Updated with the latest available data for the Strategic Plan 2019-2025 Performance Metrics.
- QEP Assessment Data Support - Worked on the QEP FTIC Cohort Tracking fall to spring persistence. Discussed assessment and programmatic progress and integration.
- Potential New Program Reviews – Discussed the Thelma Salinas STEM ECHS prospectus, including related site, met with school district administrators to discuss course offerings.
- Substantive Change Support.
    - Director shared SACSCOC materials on SACSCOC Fifth-Year interim report regarding requirements for off-campus sites added since the reaffirmation of accreditation.
    - Final review of notification to SACSCOC of the new concentration in Culinary Arts.
    - Discussion of need for SACSCOC clarification of new substantive change requirements regarding new CBE courses and/or programs.
- STC Course Completion Rates Analysis - Provided course pass rates for Fall 2015 - Fall 2020 and supported STC course completion rates analysis.
- STC Ascenders Course Success Report CTN - Completed report and sent to reviewers.
- Dual Credit Courses Offering Argos Report by campus, academic year, course data collection automation.
- College-Going Rates – Retrieve data and updated rates for Hidalgo and Starr Counties.

PROJECTS

- IE Analyst Position Hiring – Process in progress.

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

SACSCOC

- Fall Notification – Prepared and sent letter for Restaurant Management Program.
- Dual Credit Course Offerings - Reviewed Fall 2020/Spring and Summer 2021 course schedule (below 49%), schedule meeting to discuss SACSCOC requirements to close off-campus instructional sites.
- Dual Credit Meeting with HCCS – Provided consultation on their dual credit programs and accreditation.
- Guitar Continuing Education Certificate – Met to discuss possible non-credit guitar certificate, provided feedback on the development of the certificate.
- Substantive Policy Review - Informed SACSCOC Substantive Change Office of CBE course offerings and asked for recommendations, completed review of policy updates.
- CBE SACSCOC Prospectus - Began planning for completing the SACSCOC prospectus for institutional approval to offer CBE programs.
- Substantive change process – Updating procedures.
- Substantive Change Prospectus - Discussed Thelma Salinas site and provided a recommendation to include it as part of the STC Higher Education Center.

MEETINGS / TRAININGS

- President's Administrative Staff - Facilitated a strategic planning performance metrics session.
- ACTA Commissioning Ceremony – Virtual event.
- NISOD Virtual Conference.
- Planning and Development Council - Created a survey on Formstack and shared with committee members in preparation to next PDC meeting, presented and held strategic planning exercise, consolidated PDC's feedback for Dean's review.

PROJECTS

- Strategic Planning – Developed script to facilitate a session on performance metrics with PAS members, revised script for PDC meeting, collecting survey responses to proceed with team assignment, presented to Physical Science department on status of Strategic Planning and related metrics.
- QEP Status Update - Discussed status of QEP with RAS, IEA, AtD, Advising and President.
- Dual Credit Site Report - Course and program offerings at Dual Credit sites for ongoing SACSCOC Reporting, and for Higher Educational Regional Council Report.
- Institutional Excellence Survey – Survey launched.

- UTGRV Collaborative Work Group – Finalized STC to UTRGV transfer report.
- Dual Credit Mission & Goals – Completed and finalized goals and action items.
- Competency-Based Education Grant – Discussed CBE program with San Jacinto.
- Data Dashboards – Met with vendor, reviewed enrollment reports and met with end-users to determine data needs for enrollment reports across the institution.
- Data Management & Integrity Committee – Project leaders to begin data dictionary and update tracking spreadsheet.
- Comprehensive Operational Plan – Finalized and uploaded file to website.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library – Temporary Operations Prep	**Progress:** 20%	**End Date:** December 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 and the Council of Chairs. LLSS staff with IT staff to review spaces for feasibility. Feasibility assessments were made of the current proposal and adjustments were made to minimize the costs of setting up temporary operations.		

Activity Highlights

- Submitted revised support narrative for phase 4 of library hotspot program.
- Worked on Texas Council of Academic Libraries conference planning.
- Corresponded with selected administrators to plan development of Library and Learning Support Services Advisory Committee.
- Drafted Board motion background regarding library hotspot program.
- Worked on Texas Council of Academic Libraries conference planning.
- Worked on Board Motion regarding library hotspot program.
- Worked on Texas Council of Academic Libraries conference planning.
- Worked on plans for phase 4 of library hotspot program.
- Worked on LLSS group training for August 2021.

Meeting Highlights

- Met with FPC, ERO, Facilities Maintenance, and Engineers to discuss site traffic flow relating to Pecan Campus library renovation and expansion design.
- Met with FPC, ERO, and Campus Security to discuss placement of surveillance cameras in Pecan Campus library renovation.
- Met with ET staff to discuss technology support plans for President search forums.
- LLSS staff met with FPC and ERO to discuss details relating to Pecan Campus library renovation and expansion design.
- Participated in President's Development Council meeting.
- Participated in SACSCOC Off-Site Review Committee evaluation of assigned member colleges.
- Met with Library and Learning Support Services administrators to review status of operations and project plans.
- LLSS staff met with FPC and ERO to discuss details relating to Pecan Campus library renovation and expansion design.
- Convened meeting of Texas Council of Academic Libraries Board of Directors.
- Met with HR regarding staff matter.

Training Highlights

- Participated in Texas State Library Association conference.
- Participated in *Chronicle of Higher Education* webinar on Library spaces.

LISA B. WALTERS ASSOCIATE DEAN
LIBRARY SERVICES

Activity Highlights

- Worked with FP&C regarding moves, security cameras, and floor plans.
- Shared renovations floor plans with teams.
- Continued working on the furniture regarding the Pecan Campus Library Renovation project.
- Continued working on the Hotspots for TSLAC and CTE grants.

Library Data:

Monthly Statistics

- Reference Questions # __24__
- Active Community Users # _141_
- Visitors # _9,671____
- Library Art Gallery Events # __2__
    - Attendance Synchronous Online # _164__
    - Attendance Asynchronous Online # _151__
- Library Events # __1___
    - Attendance Synchronous # __88___

Events and Library Art Gallery Highlights

ARTchitecture

Artists: Current & former AEDT Faculty and students | **Location: Technology Library** | Date Information: Mar. 1 – Aug. 20

"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 will take place on Tuesday, March 9th from 9:00 a.m. to 4:30 p.m.

War & Peace on the Rio Grande, 1861 - 1867

UTRGV CHAPS Program | **Location: Mid-Valley Library** | Date April 5 – June 30

This exhibit recounts the Civil War era from 1861 – 1867, how local people were involved, and how it impacted the Rio Grande Valley, using panels, pictures, artifacts and mannequins dressed in the attire of the era. The exhibit features the film "A Letter to Roma" which showcases stories about African American soldiers on the Texas – Mexico border during the Civl War. Two virtual presentations about the exhibit theme will take place during April.

Shakespeare's Anatomy of Love: Much Ado About Nothing

Speaker: Dr. Paul A. Cantor | **Virtual (Zoom Webinar)** | April 6th, 6:30PM – 8:30PM

STC Library presents scholar, author, and professor Dr. Paul Cantor of the University of Virginia, who will be discussing Shakespeare's play, "Much Ado About Nothing.": "Shakespeare's contemporaries promoted an overly idealistic—and hence impractical—view of love, which bred overly cynical views of love in reaction. In Much Ado About Nothing, Shakespeare used all his considerable comedic skills to debunk these false ideas of love, and thereby to reintegrate alienated lovers into society, and restore the healthy role of love as a force for community."

Involution: A Science & Art Collaboration

Featured Artist: Hideo Mabuchi, Stanford Physicist with support from Dr, Nandigam, Dr, Cortez, Dr. Cervantes, Students and Community Artists	**Location: Pecan Library**	**Date**: April 15 – July 30

This exhibit highlights the connections between science and art with research from science department students and faculty along with science-inspired artwork from the community. Featured artist in the exhibit, Hideo Mabuchi, looks at the connections between physics and ceramics—specifically the physics that happen within the clay during a wood fire. The exhibit features microscopic images, poetry about science, paintings about nature, ceramics and sculptures of cells.

Upcoming event: May 4, 3 p.m.–Art Talk w Hideo Mabuchi and STC Ceramics Instructor

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:** May 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**: 53%	**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 – 24% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Team Ticket Tracker	**Progress**: 79%	**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**: 10%	**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 has begun planning site layout and content.		
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 – 6% Phase III – 0% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team is testing different field and report configurations and preparing location and user imports.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** May 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

- Mineral Kits Processing/Circulation project
- ECM Order submission
- Art talk: Women of the Blue & Gray: True Civil War Stories of Mothers, Medics, Soldiers, and Spies
- "Women of the Blue & Gray" lecture was held. Attendees: 89
- 19th Annual Information Literacy Summit
- STC Student Accessibility Parent Meeting – Presentation
- New power point for reserves
- Staff prepared/presented tour for STC Board Members
- Staff member updated the Web checkout files
- Staff member graduated from the Ambassadors Cross Training Academy
- Library services presentations were given to the Ambassadors Cross Training Academy.
- The third and final presentation in the library's Open Educational Resources series was delivered, with glowing feedback. Attendees: 51.
- Met with staff members for mid-year evaluations
- Librarian I & Specialist conduct EBSCO Host eBook orientation for MHSM program
- Bootcamp orientation for LVN/RN Transition
- Staff member worked on Collection Development
- Cover story of VIDA in The Monitor about exhibit: "War & Peace on the Rio Grande."
- Art exhibit "Involution" at Pecan Campus was installed.
- History and Art virtual event was held: 75 attendees.
- New Outreach and Instruction Specialist instruction
- Tidbits newsletter – newsletter ongoing
- Virtual Reference Vendor searching – ongoing

- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing
- Staff member worked on LAR through WordPress
- The Annual Report FY20 was reviewed and updated.
- Library continues to assist the Sonography department with study room to schedule patients for sonograms.
- Performance Rubric/Evaluations – ongoing.
- Calling/Checking out TSLAC Hotspot devices to qualifying students.
- Staff member updated the History Research Guide and HIST 1302 Course Guide.
- Library staff member installed art exhibit at Mid-Valley Campus
- New art exhibit at Pecan is being installed.

Meeting Highlights

- Library Operational meeting
- Chrome Books for Continuing Education
- OPOD Advisory Committee Meeting
- Staff member met with social media liaison
- Staff member met with colleagues for planning the OER Bootcamp
- Beliefs meeting
- Team Spirit meeting
- Psi Beta Meeting-Brainstorm Research Questions
- Mid Valley Campus Advisory Committee Meeting
- Staff mid-year review evaluations
- Staff member met with faculty member and artist for May event.
- Staff member met with colleagues from Distance Learning and Educational Technologies.
- Staff member had several meetings regarding the math accessibility project.
- Reserves meeting
- OER & ebook support for MHSM program meeting
- Library Digital Signare meeting
- Communication Toolkit meeting
- ERO Meeting
- Library Operational meeting
- Budget meeting
- Hotspots meeting
- MVC Operations Coordination meeting
- Presented Sway and Tidbits during meeting
- Library Liaison Focus Academy meeting
- Films on demand meeting
- Open Educational Resources meeting
- Newspaper meeting
- City of McAllen Bethel Garden mural project meeting
- Staff participated in cataloging training
- Attended Analysis of Collection meeting
- Upholstering meeting

Training Highlights

- "TDL Leadership Academy Webinar #3"
- Staff members attended the Information Literacy Summit
- Staff member attended ACTA Graduation
- Staff member attended the training, “Invoice Payment Cycle”
- Staff member attended the training, “Digital Backpacks”
- Staff member attended the virtual training, “Escape for the Isolated”
- Staff member attended the virtual training, “Ally Instructor Training”
- Building Resilience, Overcoming Challenges & Sustaining Changes Over Time – 3 of 3 Part Series.
- Staff members attended the Texas Library Association virtual conference.
- Staff member began the LinkedIn Learning training, “Social Marketing Strategy.”
- Staff member began the LinkedIn Learning training, “Storytelling with Data.”
- Staff member attended the virtual training, “BYOD Storytelling Tools.”
- Staff members attended the virtual training, “Creating Animated GIF’s, Memes and Avatars.”
- New staff member attended the History and Art virtual event.
- Staff members attended the ACRL virtual conference.

- Staff member attended the virtual Texas Association of Museums Annual Meeting/Conference.
- Staff member attended webinar, “Leading Without Formal Authority.”
- Staff member attended webinar, “Racial Justice Through Collaborative Programs and Projects.”
- Staff member attended webinar, “Create and Collaborate Using Padlet.”
- Staff member attended ACTA.
- Staff member attended FOCUS Academy.
- Staff member attended STEM Summit.
- Staff member attended “Caring for the Mind: Providing Mental Health Information at your Library” webinar.
- Staff member attended webinar, “Self-Care of the Mind & Body.”
- Staff member attended webinar, “Elevating Women in STEM.”
- Staff member attended webinar, “Hitting the service ceiling.”
- Staff member attended webinar, “Resisting Achievement Culture with Slow Librarianship.”
- Building Resilience, Overcoming Challenges & Sustaining Changes Over Time – Series.
- Attended Anti-racism: From Conversation to Action and Leading with Intention workshop session.

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

- The Director held a meeting to discuss procedures and deadlines of pending purchases in the Learning Commons & Open Labs.
- The Director held a meeting to discuss the preliminary layout of continuity of operation areas for the Library & Learning Commons & Open Labs.
- The Director held a departmental meeting with the Learning Commons & Open Labs leadership team.
- The Director attended the Pecan Library Consultant Coordination Meeting.
- The Director conducted a meeting with Purchasing and Information Technology to discuss the Learning Commons & Open Labs computer replacement cycle for Fiscal Year 2021.
- The Director attended a one-to-one meeting with the Dean of Library and Learning Support Services to discuss updates from the Learning Commons & Open Labs.
- The Director attended the Pecan Library Renovation Coordination Meeting.
- The Director attended the President’s Administrative Staff Meeting.
- The Director held a meeting with the Pecan Logistics Manager and Open Lab Analyst to discuss the computer replacement and relocations project.
- The Director held a meeting to discuss the preliminary layout of continuity of operations for the Library & Learning Commons & Open Labs.
- The Director attended the Library & Learning Support Services Administrator meeting.
- The Director attended a meeting with the Dean of Library & Learning Support Services to review the revised setup for the Regional Center for Public Safety Excellence.
- The Director held a departmental meeting with the Learning Commons & Open Labs Logistics Managers to discuss temporary locations.
- The Director met with Facilities Planning & Construction to discuss electrical specifications.
- The Director visited the Regional Center for Public Safety Excellence to conduct assessments of the Library & Open Labs.
- The Director attended the ERO Pecan Campus Library Consultant Coordination Meeting to provide specifications for the Learning Commons & Open Labs.
- The Director visited the Technology Campus to meet with the Technology Open Lab Supervisor.
- The Director held a departmental meeting to discuss record retention.
- The Director held a departmental meeting with the Starr County Open Lab Supervisor and Logistics Manager.
- The Director attended the AA/FM Round Up on the Invoice Payment Cycle.
- The Director held a departmental meeting with the Pecan Campus Logistics Manager to discuss the Makerspace.
- The Director met held a departmental meeting with the Open Labs Analyst to discuss furniture planning.
- The Director met with the Director of Testing Services to discuss TSI certifications for the Open Labs staff.
- The Director met with Facilities Planning & Construction and the Associate Dean of Library Services to discuss the Pecan Library renovation and furniture.
- The Director met with the Dean of Library & Learning Support Services and Facilities Planning & Construction to review proposed security camera locations.

Activity Highlights

- The Learning Commons & Open Labs received a reservation request for the F-130 lab to conduct TSI testing in June.

- The Learning Commons & Open Labs received a reservation request for the F-130 lab in June from the Academies and High School Projects department.
- Chemical liquids and consumables procedures were presented to the Learning Commons & Open Labs leadership team.
- A general email was sent Public Relations to promote the Learning Commons & Open Labs services to the Faculty and Staff.
- Warranty reports and research into small form factor computer suggestions were conducted.
- Data and electrical ports for temporary Open Lab areas in Building H were evaluated.
- Wi-Fi hotspot flyers were printed and placed throughout the Learning Commons & Open Labs to advertise to students.
- Service tickets were created to remove and renew Adobe Creative Cloud on the computers throughout the Learning Commons & Open Labs.
- A quote for data drops and switches was received for the temporary Open Lab areas continuation of services during the Pecan Library renovation.
- The Learning Commons & Open Labs received 7 3D printing requests.
- GrabCad software was updated at the Pecan and Mid-Valley Campus Open Labs.
- Quotes were received and requisitions were submitted for the Learning Commons & Open Labs computer replacements.
- Quotes were received and requisitions were submitted for data drops & switches for the temporary locations, to ensure services during the Pecan Library renovation.
- Annual physical inventory is underway throughout the Learning Commons & Open Labs district-wide.
- Additional dates for TSI testing were requested, and the Testing Center requested to train and certify Learning Commons & Open Labs staff for TSI testing.
- The Pecan Logistics Manager participated in the STC Student Accessibility Services Parent Meeting to discuss the services of the Learning Commons & Open Labs.
- The Advanced Manufacturing Technology Department was contacted to discuss the specifications of computers in use by Precision Manufacturing for Fusion360 software.
- The Examplify Software was updated in the NAH study rooms.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- APRIL 2021 ATTENDANCE STATISTICS: 1,378

	Number of Students	Number of Logins
District Totals:	**1,716**	**3,646**

ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	185	360	
Nursing and Allied Health Campus	688	1437	
Pecan Campus	532	1214	5
Pharr Regional Center for Public Safety Excellence	25	108	
Starr County Campus	112	235	
Technology Campus	174	292	

JagPrint - Printing Report

Apr 1, 2021 to Apr 30, 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	148	940	6807	17	77	386	165	1017	7193
NAH	537	3404	19030	278	1877	6470	815	5281	25500
Pecan	384	2593	16143	43	281	1151	427	2874	17294
RCPSE	18	172	2055	7	52	552	25	224	2607
Starr	71	362	2431	2	4	9	73	366	2440
Tech	134	699	2378	4	15	48	138	714	2426

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	April 2021

- Visitors: 7,501
- Tutoring Sessions: 295
- Workshops: 20
- Workshop Attendance: 157
- JagTrax Totals: 1,027

Project Highlights

Floor Plan Redesign: Mid Valley Campus	Progress: 20%	End Date: December 2021
Space modification for A105 has been approved. Facilities has inspected space and assessed furniture needs.		
Standardization of CLE Writing Center	**Progress: 2%**	**End Date: August 2021**
CRLA application has been completed and submitted. Invoice for payment has been sent to the purchasing department for approval.		
CLE Marketing	**Progress: 80%**	**End Date: May 2021**
Upswing tutorial video introduction for students, faculty and staff has been published. Strategies to market students have been assigned to different staff members and completion dates have been established. CLE video regarding CLE services was sent out to faculty, staff, and students this week. Finals countdown flyer will be sent out this week.		

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.		
Year 1 DHSI Grant Participation **COP Plan**	**Progress: 70%**	**End Date: Aug 2021**
The Learning Excellence for the Online Services has been filled and the employees start date is scheduled for May 3, 2021. Parameters and day to day expectation for Online specialist have been set and orientation plans are anticipated to begin first week of May. Once the Specialist has been hired, plans to hire three online tutors will begin.		
— **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. Upswing training manual is being created. Plans for Online Specialist to assume oversight from this project established and set to begin first week of May.		
NSF Grant Year 2 **IE Plan Objectives: 3**	**Progress: 45%**	**End Date: December 2021**
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. A new tutor will be hired to assist with the NSF grant.		
Tutor Training for FY 2020-2021 **IE Plan Objective: 5**	**Progress: 95%**	**End Date: Aug 2021**

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. Two CRLA trainings remain to be delivered for the Spring semester.

Events Highlights

Technology Workshops **Event Dates:** April 23, 2021

Several full time staff from the Centers for Learning Excellence attended the Technology Workshops offered by OPOD on April 23rd. The presentor, Leslie Fisher did an exceptional job of demonstarting how Gimkit, Creating Animated Gifs, and Storytelling tools can be integrated into various aspects of student support.

Presenting to LA JOYA ISD **Event Dates:** April 27, 2021

The Centers for Learning Excellence at the Starr County Campus presented CLE Services to La Joya ISD Gear Up students and parents. This presentation was aimed for students to be aware of services the CLE offers at all campuses and online.

Student Success for Healthcare Workshops **Event Dates:** April, 2021

During the month of April 2021, the Nursing and Allied Health Campus, Center for Learning Excellence held Student Success series workshops for students. Students attended workshops through Blackboard Collaborate and Face-to-Face. The workshops consisted of Dimensional Analysis, Dosage Calculations, and Insulin.

Meeting Highlights

- Upswing Monthly Check-in
- Academic Coaches
- 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
- Met with Starr Campus Administrator to discuss CLE Expansion
- Planning and Construction to discuss expanding CLE to building E, at the Starr Campus
- SI Mentor
- SI Midterm Evaluations

- TSI project update
- NSF Grant updates
- Developing Clerk Orientation
- Coordinator Manual Meeting
- Building Resilience, Overcoming Challenges & Sustaining Changes Over Time
- Self-Care of the Mind & Body Webinar
- MCV Operations Coordination Meeting
- Full-time SLA Search Committee Planning Meeting
- Budget Review
- Perkins Site Visit and Desk Review (On Call)
- MSITB Program Chairs
- DHSI: Tutoring Process Map
- LLSS Administrators
- CLE Coordinators met individually with Systems and Applications Librarian to discuss Jagtrax and Sharepoint
- NAH Coordinator introduced CLE LES and toured RCPSE Campus
- Online Tutoring Networking Group Meeting
- MVC Teams and CRLA meeting
- Workshops Update
- TSI Workshops Update
- Clerk Orientation Update
- NSF Grant
- NAH Support Services Supervisors
- Online LES Parameter's Meeting
- MVC Advisory Meeting
- ADN Meeting for Student Support
- BSN Academic Coach Remediation Clarification Meeting
- Professional Development Brainstorming
- Embedded Tutoring and SI Meeting
- CLE Manager's Conference of the Minds
- RCPSE Space Updates Meetings
- IE Plan Finalization Meeting
- PTA Chair to discuss CLE hiring and sitting on a PTA faculty hiring committee
- Starr Campus Meeting
- RAS meeting
- Hypothes.is annotation app meeting
- Online tutoring hours request meeting

Training Highlights

- CRLA, Review of Level 1 Topics
- Evacuation Procedures
- Wellness Wednesday
- NAH LHE OPOD training
- Structuring the Learning Experience
- Use of Probing Questions
- CRLA Snack and Chat
- GIM Kit Live & Ink
- Creating Animated GIFs Memes and Avatars
- BYOD Storying Telling Tools
- Began writing tutor training
- ACTA Training
- Effective Post Award Grant Management Strategies
- SI Professional Development
- Specialist training on communication

Activity Highlights

- Presented CLE Services to College Advisors in Training
- STC Board visited MVC CLE
- NSF Grant cohort orientation
- Building Resilience, Overcoming Challenges & Sustaining Changes Over Time
- Self-Care of the Mind & Body Webinar

- Perkins Grant Management and Compliance Training
- CSA Training
- Student Success for Health Care Workshop Series (Dimensional Analysis, Dosage Calculations, and Insulin)
- Administrative Professionals Appreciation Celebration
- CLE service presentation to La Joya ISD

Project Completion Highlights

- Upswing Platform consolidation
- Live Chat Launch
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Financial Aid Survey Edit
- IPEDS Spring Collection - Fall 2020 Enrollment Survey

SURVEYS

- A.D.N. Simulation Surveys
- CDC Parent Evaluation (SmartEvals)
- CLE Tutors Evaluation (SmartEvals)
- Dual Credit Seniors Survey (SmartEvals)
- Dual Credit Stakeholder Survey
- English Department Election
- Faculty Senate Election
- Institutional Excellence Metrics Survey
- Music Department Chair Election Survey
- New Programs Survey #2

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
- Age distribution of electrician assistant students (grant application)
- Automotive, Electrician, HVACR, Welding, Culinary Arts and Office Administration Programs' Section and Enrollment 201810 - 202110
- AY2019-2020 HS Seniors Credit Hours and Degrees Awarded
- Dual taskforce data
- Educational Results Partnerships (ERP) data
- Engineering and Physics major's student information Spring 2021
- Enrollment numbers for vendor quote
- Fall to Fall persistence by major for BAT/BAS and AS (from Data Portal)
- Fall 2021 new students attending Pecan and Mid-Valley Campuses contact list: 4/19, 4/30, 5/3, 5/10, 6/7, 6/14
- Fall 2020 FTIC student tracking at Clearinghouse
- Fall 2016 2017 FT FTIC INDS graduation rates
- Grant data - program profile information form
- HEDS Alumni Survey reports - Electrician Assistant
- Military Friendly Schools
- PASS Program Data Request
- Placement/wage data for Electrician Assistant program
- Program level courses information
- SI Section Comparison
- Starr County Campus Enrollment Data

- Success Rate for Pct. and Non-PTC students in VNSH1160 and RNSG1513
- Thelma Salinas prospectus data

MEETINGS

- Academic Council Meeting
- Administrative Assistant Monthly Meeting
- BUGs Monthly Meeting
- Council of Chairs Meeting
- Data Dashboard (Zogotech demo with Stephen)
- DHSI Grant: Annual Reporting (Online Tutoring)
- Dual-credit Focus Groups
- Evaluation Elements for QEP/MAP Meeting
- HEDS call with their analysts
- IE Analyst Search Committee Meeting
- IRESP Admin Weekly Meeting
- PAS Debrief Meeting
- PDC Strategic Planning Exercise Prep
- Strategic Plan Performance Metrics Script for PAS

OTHER RESEARCH/SUPPORT

- CBM002 Data and File Format Changes for Starting Spring 2021
- Course Completion Rates - Course Level and Student Level Measures
- IE Analyst Search Committee documents
- Post Start of New Texas Success Initiative Testing Instrument: Students with Reported Old Test Data
- QEP Assessment review
- Review Daily Enrollment Reports for improvement suggestions
- Review of SENSE 2020 data for QEP Assessment
- Strategic Plan 2019-2025 Performance Metrics tracking updates
- Success Points presentation

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)	Distribution of Grant Funds have begun
Next Step(s)	Distribute all grant funds by May 31, 2021 Prepare Grant Reports
Project Name	2020-2025 DHSI Grant
Scope	Development of Project Plan for the DHSI Grant
Project Role	Project Director/Coordinator & Project Manager
Status Summary:	**Administrative Update:** A. Grant Funded Project Director/Coordinator has been hired with a start date of 6/8/2021 B. RFP For Grant Evaluator has been Published
Grant Goals Update	Goal 1: InsideTrack®: Contract Vendor Project Work next meeting is 05/07/2021 Goal 2: On-Line Tutoring: Grant funded position filled with a start date of 5/3/2021 Goal 3: Starfish Administrator: Grant funded position filled with a start date of 5/3/2021 Goal 4: Financial Literacy: Financial Wellness Web Page Design work is ongoing.
Milestones(s)	Spring DOE Report Submitted on 04/30/2021
Next Step(s)	Select External Evaluator Advertise Grant Funded Administrative Assistant Position Advertise Grant Funded Academic Coach for Distance Learning Initiate Evaluation Process for all Year 1 Improvements (Per Goal)
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)	Faculty took their CWI Exam on 04/17/2021
Next Step(s)	Faculty Complete Part 2 of CWI Exam in May 2021. One faculty member is scheduled to take their exam before May 2021 Formal Hand Off to Dean Lozano (June/July-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