SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

May 2021

Board Meeting
June 22, 2021

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. DAVID PLUMMER, INTERIM PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	JUNE 22, 2021
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2021 THROUGH MAY 31, 2021

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College Coordinated Operations Council meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- Matriculation High School Senior Enrollment Strategies
- Spring Commencement Ceremony Walk Through
- Spring Commencement Virtual Ceremony on May 15, 2021
- NASCO University Council meeting
- American Rescue Plan Implementation Webinar with ED's Assistant Secretary of Postsecondary of Education, Dr. Michelle Asha Cooper
- IE Plan for 2021-2023 Teams meeting with Bradley Davis
- Review Splash Page Teams meeting with Dr. David Plummer

ATTENDED

- EVERFi Implementation Planning Meeting
- Graduation Discussion with Dr. David Plummer
- Fall TSI Students and ERP Meeting
- South Texas College Career Path Grant Meeting
- Guild Education and South Texas College
- University of Texas Rio Grande Valley/South Texas College lunch meeting with Maggie Hinojosa
- Seal of Excelencia - Texas President's Convening with Dr. William Serrata

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2021 and Fall 2021 semesters on March 1, 2021. To date, **11,403** students have registered online for Summer 2021 semester and **5,955** 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 **847** chat sessions during May 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 Banner User Groups (BUGS), Data Management & Integrity – high school data, Dual Credit Programs – process & expectations, Enrollment Appeals, GED/HISET test scores for TSI exemption, May 2021 Commencement Exercises – set-up, program & walk through, Matriculation – high school senior enrollment strategies, OAR Friday Refreshers for staff, SB 25 Course Sequencing Reporting, TACRAO Summer Meeting platform and Title IX mock hearing training.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts began certifying May 2021 graduates after grades for Spring 2021 semester were posted on May 17, 2021.
- Document Management Specialist downloaded, reviewed and verified **4,222** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during May 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 **15** international students registered for Summer 2021 semester and **23** international students registered for Fall 2021 semester, to date.
- Processed **500** course substitutions and exceptions in DegreeWorks during May 2021.
- Processed grade changes for **361** students during May 2021.
- Processed reinstatement requests for **37** students during May 2021.
- Processed **1,581** high school and **694** college/university transcripts during May 2021.
- Evaluated **637** transcripts from other colleges and universities during May 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,223** STC transcripts during May 2021.
- Scanned and indexed **2,071** documents submitted by students during May 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.

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report May 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	**35**			**ACT**	**368**
Mid-Valley	**25**	**51**	**44 (86%show)**	**TSI EXAM**	**260**
Starr Campus	**30**	**16**	**16 (100%show)**	**TSI EXAM**	**98**
Pecan Plaza	**35**	**26**	**25 (96%show)**	**GED/ PEARSON**	**100**
Pecan Plaza		**209**	**179 (86% show)**	**TSI EXAM/ includes TSI Online**	**1,133**
Pecan Plaza		**159**	**122 (77%show)**	**HESI**	**762**
Mid-Valley		**50**	**40 (80%show)**	**HESI**	**292**
Pecan Plaza		**12**	**9 (75%show)**	**HiSET**	**46**
TOTAL:	**125**	**523**	**435 (83% show)**		**3,059 – All Campuses YTD**

- A total of over 300 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 TSI test date without penalty.

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (05/01/2021 – 05/31/2021)		**Year To Date (01/11/2021 - 05/31/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	41	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	139
Developmental Ed (945+ & 0-4 Essay	26	Developmental Ed (945+ & 0-4 Essay	98
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	2
ELAR Diagnostic Level 5 & Essay < 5	5	ELAR Diagnostic Level 5	18
ELAR Diagnostic Level 4	53	ELAR Diagnostic Level 4	179
ELAR Diagnostic Level 3	28	ELAR Diagnostic Level 3	105
ELAR Diagnostic Level 2	9	ELAR Diagnostic Level 2	61
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**162**	**Total**	**602**
Mathematics College and Career Readiness			
Monthly (05/01/2021 – 05/31/2021)		**Year To Date (01/11/2021 - 05/31/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	41	**College Ready (950+ or 910+ & 6+ Diag)**	121
Mathematics Diagnostic Level 5	19	Mathematics Diagnostic Level 5	46
Mathematics Diagnostic Level 4	69	Mathematics Diagnostic Level 4	250
Mathematics Diagnostic Level 3	33	Mathematics Diagnostic Level 3	109
Mathematics Diagnostic Level 2	17	Mathematics Diagnostic Level 2	80
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**179**	**Total**	**606**
Data retrieved from College Board Accuplacer			
Date: 6-01-2021			

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 Summer 2021 & Fall 2021
- SFS Department welcomed our new Mid-Valley Financial Aid Technician Omar Garza
- Request for the Clery Act postcard was submitted to have on hand before the mail-out deadline
- All final requisitions were submitted and approved before end of the fiscal year deadline
- SFS Outreach Specialist have been doing FA presentations at local high schools and via TEAMS and Zoom
- Student files are being completed and awarded, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Director presented at the American Association of Community Colleges Annual Convention (AACC) together with the Center for Adult and Experiential Learning (CAEL) regarding best practices for the recruitment of Latino Adult Learners based on STC's participation in the Hispanic Serving Institution Adult Learner Grant.
- Department staff held **35** events and served **550** students and parents during the month of May.
- Department staff continues to provide support for Summer and Fall dual credit student enrollment. Departmental support includes admission application drives, student and parent information sessions, and registration.

SNAPSHOTS

Registration Drive was hosted virtually for Edcouch Elsa ECHS on May 18th

Jaguar Connection Day was hosted virtually for Rio Grande CISD on May 13th

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Weslaco CTE Calvillo Complex	5/3/2021	Virtual	4
Application Drive	Mission Collegiate	5/3/2021	Virtual	13
Application Drive	Donna High School	5/3/2021	Virtual	11
Application Drive	Donna High School	5/4/2021	Virtual	11
Application Drive	Nikki Rowe HS	5/5/2021	Virtual	1
Application Drive	Nikki Rowe HS	5/7/2021	Virtual	2
Application Drive	PSJA T-STEM	5/11/2021	Virtual	22
Application Drive	Weslaco CTE Calvillo Complex	5/11/2021	Virtual	17
Application Drive	South Texas Health Professions	5/11/2021	Virtual	1
Application Drive	PSJA T-STEM	5/12/2021	Virtual	31
Application Drive	Health Professions	5/12/2021	Virtual	6
Application Drive	Mission Collegiate	5/13/2021	Virtual	6
Application Drive	PSJA T-STEM	5/14/2021	Virtual	10
Application Drive	PSJA Southwest	5/17/2021	Virtual	43
Registration Drive	La Joya ECHS	5/17/2021	Virtual	6
Application Drive	PSJA Southwest	5/18/2021	Virtual	36
Registration Drive	La Joya ECHS	5/18/2021	Virtual	11
Registration Drive	Edcouch Elsa ECHS	5/18/2021	Virtual	34
Registration Drive	Edcouch Elsa ECHS	5/20/2021	Virtual	24
Application Drive	PSJA Southwest	5/20/2021	Virtual	8
Application Drive	Juarez Lincoln HS	5/21/2021	Virtual	8
Registration Drive	Edcouch Elsa ECHS	5/21/2021	Virtual	39
Application Drive	Mission HS	5/24/2021	Virtual	41
Application Drive	Health Professions	5/24/2021	Virtual	8
Registration Drive	La Joya Academy of Health Science	5/25/2021	Virtual	20
Application Drive	Juarez Lincoln HS	5/26/2021	Virtual	4
Registration Drive	Edcouch Elsa HS	5/26/2021	Virtual	22
Application Drive	Mission Veterans	5/27/2021	Virtual	1
Application Drive	Robert Vela HS	5/28/2021	Virtual	33
			Total	**473**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	D ate	Location	Total Served
Student/ Parent DC Information Session	Mercedes ECHS	5/6/2021	Virtual	10
Jaguar Connection Day	Rio Grande City CISD	5/13/2021	Virtual	12
Jaguar Connection Day	Mission CTE	5/14/2021	Virtual	7
Student/ Parent DC Information Session	San Isidro	5/18/2021	ISD	12
Student/ Parent DC Information Session	Juarez Lincoln HS Gear Up	5/20/201	Virtual	25
Student/ Parent DC Information Session	Juarez Lincoln HS	5/28/2021	STC	11
			Total	**77**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:
  - PSJA Memorial
  - Mercedes Early College Academy
  - Edinburg CISD
  - Triumph Academy
  - Donna ECHS
  - PSJA Collegiate
  - Weslaco ISD
  - PSJA ISD

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
- Matriculation High School Senior Enrollment Strategies Meeting
- LASS CAEL Membership Onboarding Meeting
- Dual Credit Task Force Meeting
- President's Administrative Staff Meeting
- FY 22 Perkins Planning Meeting
- Review of Dual Credit Report Meeting
- DM&I High School Data Update
- Interact RE Dual Credit Article Meeting
- Dual Credit Programs Website Meeting
- Student Success Module Planning Meeting
- Spring and Summer 2022 Dual Credit Enrollment Timelines Meeting
- DM&I Committee Meeting

PROFESSIONAL DEVELOPMENT

- American Association of Community College Presentation

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- General Information Virtual Lobby
- Ventanilla de Orientación Educativa (VOE) Meeting
- Edinburg CISD – STC Senior Update
- City of Pharr Police Department Memorial Ceremony
- Orientation (Summer) - Patient Care Program/ID Station
- Orientation (Summer) - EMT Basic Program/ID Station
- Meeting with ARISE Members

RECRUITMENT

- General Information Virtual Lobby – 24 Students
- Meeting with Prospective Student – 6 Students
- Enrollment Appointments – 13 Students
- Rio Grande City Police Department – Outreach Effort
- Hidalgo County Sheriff's Office – Outreach Effort
- ARISE - College Presentation
- Weslaco High School – Senior Information Session
- Edinburg North High School – Application Drive
- Donna North High School – Financial Aid Drive
- McAllen ISD Parent and Family Engagement Program – Outreach Presentation
- Monte Alto High School – Apply Texas Drive
- Border Patrol RGV Sector – Post Academy Presentation
- Edinburg North High School – Financial Aid Drive
- Rio Grande City High School – Application Drive
- Valley View High School – Application and Financial Aid Drive
- Parent Student College Presentation

FAST TRACK

- IDEA Pharr
- Vanguard
- Starr County
- IDEA College Prep San Juan
- Economedes High School
- Jimmy Carter Early College High School
- PSJA Memorial High School
- PSJA North High School
- PSJA Southwest High School
- Donna North High School
- Donna High School
- PSJA ISD
- IDEA Weslaco
- PSJA High School
- T-STEM
- PSJA Ballew
- La Joya Juarez Lincoln High School
- IDEA Mission
- Valley View High School

School	Campus	Attended	Registered
IDEA Pharr	Pecan	12 Students	12 Students
Vanguard	Pecan	1 Students	0 Student
Starr Fast Track	Starr	40 Students	32 Students
IDEA College Prep San Juan	MidValley	8 Students	8 Students
Economedes High School	Economedes HS	18 Students	10 Students
Jimmy Carter Early College High School	La Joya	31 Students	26 Students
PSJA North High School	Pecan	24 Students	23 Students
PSJA Southwest High School	Pecan	28 Students	27 Students
Donna North High School	MidValley	1 Student	1 Student
Donna High School	MidValley	12 Students	7 Students
IDEA Weslaco	Midvalley	3 Students	3 Students
PSJA High School	Pecan	43 Students	39 Students
T-STEM	Pecan	4 Students	4 Students
PSJA Ballew	Pecan	2 Students	2 Students
La Joya Juarez Lincoln High School	Pecan	11 Students	11 Students
PSJA Memorial High School	Pecan	27 Students	24 Students
IDEA Mission	Pecan	6 Students	6 Students
Valley View High School	Valley View	55 Students	23 Students

CAMPUS TOURS

- Pecan Campus
  - Individual Personal Tours– 5 visitors

Campus	# Visitors
Pecan	5 visitors
Mid-Valley	No Tours
Starr	No Tours
NAH	No Tours
Tech	No Tours

CALL CENTER

Phone Calls	
Inbound Calls	10,086 Calls

Telemarketing	
Campaign	**Calls**
Call Center Outbound Telemarketing – Summer Inquiries	27 outbound calls

Mongoose Text Campaigns			
Campaign	**# students texted**	**# students replied**	**# overall messages**
HEERF II Summer Campaign	858	312 (36%)	342
Spring 2021 Virtual Commencement	2976	930 (31%)	980
PSJA Southwest HS Fast Track 2021	207	11 (5%)	11
PSJA North HS Fast Track 2021	181	5 (3%)	5
PSJA Memorial HS Fast Track 2021	248	8 (3%)	8
PSJA HS Fast Track 2021	340	19 (6%)	20

Campaign	Emails Sent	Emails Viewed	Total Students
Texas Community College Grad Bachelor Program Outreach	7988	1162	8419
STC Virtual Program Fair Reminder	6494	2068	6601
STC Virtual Program Fair	6505	2192	6628

Jimmy Carter Fast Track	62	1 (2%)	1
Economedes Fast Track	189	14 (7%)	14
Starr Fast Track	321	33 (10%)	36

Radius

EVENT PHOTOS

FAST TRACK-Juarez Lincoln HS (LJISD)

Picture include students who attended the La Joya Juarez Lincoln Fast Track event at the Pecan Campus. These students registered for classes for the summer and fall semesters. Students who registered received an 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.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
12031	Student Contacts, Outreach & Virtual Appointments
8514	CTE Student Contacts
9	Student & Alumni Registered on CCN
8	Student & Alumni Resumes Revised/Uploaded on CCN
18	New Employer Registered on CCN
72	Jobs posted to CCN
6	Workshops Presented
167	Resumes Reviewed Online by Employers via CCN
277	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- Job Development
  - Arqcarpa Design and Construction – 1 job posting
  - Arrive Logistics – 2 job posting
  - Auntie Anne's Pretzels – 3 job posting
  - Blue Parrot Software LLC – 2 job posting
  - Bridgestone Retail Operations, LLC. – 5 job posting
  - City of Baytown – 1 job posting
  - City of South Padre Island – 4 job posting
  - David E Cazares – 1 job posting
  - Glazer's Beer and Beverage – 1 job posting
  - MAXIMUS – 1 job posting
  - Mayo Clinic – 1 job posting
  - Paradigm Site Services – 1 job posting
  - PMG, Inc. – 3 job posting
  - Prominence Health Plan – 1 job posting
  - Radio United LLC – 1 job posting
  - Rhodes Enterprises – 2 job posting
  - SAMES Inc. – 3 job posting
  - Southern Stone – 3 job postings
  - Smith Security & Fire – 1 job posting
  - St. Mark Preschool – 2 job posting
  - The Borgen Project – 7 job posting
  - Ticketmaster – 1 job posting
  - Upsher-Smith – 1 job posting
  - WestWind Homes – 1 job posting
- Presentations/Workshops
  - *Interview for Success* open workshop for CTE
  - Virtual presentation- *Build your success with CES*/ Pass Program Pop in event (89 CTE attendees)
  - NAH Evening Virtual Workshop, *Interview for Success*
  - NAH Virtual Q & A Session
  - Radiologic Technology Virtual In Class Presentation
  - NAH 1st Friday Virtual Workshop
- Employer Outreach
  - The Lakes Family Dental
  - Glazer's Beer and Beverage
  - HE Corp
  - Beyond Creations
  - Southern Natural Stone.
- Employer Registrations
  - A&G Engineering
  - Allstate Insurance
  - Arqcarpa Design and Construction
  - Auntie Anne's Pretzels
  - Blue Parrot Software LLC
  - City of Baytown
  - David E Cazares

- FBI
- MAXIMUS
- McAllen Transitional Care Center/ Legends
- Paradigm Site Services
- Prominence Health Plan
- Rhodes Enterprises
- Smith Security Group
- St. Mark Preschool
- The Lakes Family Dental
- Ticketmaster
- Upsher-Smith

Coordination of Upcoming Events

- CES is coordinating a planning meeting with the Federal Bureau of Investigation (FBI) and all Faculty Bachelor degree program Chairs.

MEETINGS AND MISCELLANEOUS INFORMATION

Meetings & Miscellaneous information

- CES participated in the TMGT Advisory Committee meeting.
- CES is participated in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- Participated in THECB Perkins Basic FY2020 Virtual Site Visit & Desk Review representing Career & Employer Services
- Contacted, promoted and posted on all CES social media platforms employment opportunities and job fairs being hosted by Fresenius, Arqcarpa Design and Construction, Maximus and Prominence Health Care.
- Conducted outreach for Paradigm Laboratories, reaching over 800 students and alumni in EMT, Medical Assistant Technology, Nursing, and Vocational Nursing programs.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Cazares Law Office, Blue Parrot Software, St. Mark Summer Program, Arqcarpa Design and Construction and Dr. Scott Optometry.
- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M and continue to meet in order to create new initiatives and to gain insight of educational and industry needs.
- Attended Teams meeting/training on the social intents/live chat feature for the CES Threads Career Closet.
- CES departmental trainings, website developments/updates, upcoming CES events and initiatives for Summer/Fall 2021
- Attended the *Above and Beyond* opening event hosted by the City of McAllen at the McAllen airport.
- Promoted City of Mercedes Job Fair to 10,000 students and alumni registered on College Central Network, on CES social media platforms, and through faculty/staff email.
- Conducted a two-day CES Retreat to carry out departmental trainings, website developments/updates, upcoming CES events and initiatives for Summer/Fall 2021.
- Promoted Texas Workforce Solutions' La Plaza Mall Hiring Event to 10,000 students and alumni registered on College Central Network, on CES social media platforms, and through faculty/staff email. CES also provided assistance and attended the Texas Workforce Solutions' La Plaza Mall Hiring Event.
- Completed Social Intents Live Chat training for Career Closet appointments.
- Coordinated virtual in class presentations for Pharmacy Technology Program.

- CES continues to research and develop financial literacy learning platforms for FTIC college students, in support of a DHSI grant funded initiative, to establish an Online Financial Wellness Center. This initiative will keep STC students compliant with Department of Education requirements to receive financial aid.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for The Lakes Family Dental, Glazer's Beer and Beverage, HE Corp, Beyond Creations and Southern Natural Stone.
- Reviewed Medical Assistant Technology Program virtual mock interviews on Interview Stream.
- Promoted CES at NAH Nurses Appreciation Day event.
- Facilitated Career Readiness virtual in class presentation for Radiologic Technology Program.
- Met with OTA faculty to coordinate summer cohort panel interviews.
- Updated Carl Perkins evidence and time on task documentation.
- Facilitated NAH 1st Friday Virtual Workshop, *Interview for Success*.
- Conducted outreach to CTE students for job alert/employment opportunities via CCN
- Threads donation pick up and set up
- Conducted outreach to graduate groups regarding Threads Career Closet (293 tech CTE majors targeted)
- Compiled and submitted the Carl Perkins 2021-2022 application with Technology Specialist.
- Finalized Medical Assistant Technology Program Career Readiness Project.
- Conducted outreach for Paradigm Laboratories, reaching over 800 students and alumni in EMT, Medical Assistant Technology, Nursing, and Vocational Nursing programs.
- Worked with Technology Specialist to sort and clean Threads Career Closet donations and work space.
- Conducted outreach to 305 NAH students and alumni to promote Threads Career Closet Pop-In Event.
- Promoted CES at NAH to OTA student panel.
- Served as judge for OTA student presentation panel, Spring 2021 cohort.
- Hosted Threads Pop In Event with Technology Specialist.
- Reviewed updated NACE Career Competencies and supplemental materials.
- Completed STC employee trainings.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Coordinated virtual in class presentations or LVN Summer cohort.
- Conducted outreach for Career MD hiring event target toward EMT and Paramedic students/alumni.
- Promoted City of Mercedes Job Fair and La Plaza Mall Hiring Event to 10,000 students and alumni registered on College Central Network, on CES social media platforms, and through faculty/staff email.
- Conducted CES website updates.
- Posted NAH Summer Workshop schedule to College Central Network.
- Reviewed STC updated works safe guidelines.
- Promoted Southern Stone employment opportunities to 11,744 students and alumni registered on College Central Network.
- Created digital marketing to promote NAH Summer Workshops and activities.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.
- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.
- Met with Technology Specialist to discuss CTE Summer initiatives.
- Researched pre-hire assessments for healthcare.
- Participated in the STC Presidential Search & Update announcement media event held in the ballroom.
- Toured CES MVC office space and career center.
- Update Carl Perkin evidence and time on task documentation.
- CES is monitoring the construction for the Mid-Valley Career Center.
- 53 Resume Revisions via CCN

- 2 student outreaches via email
- 50 NAH student appointments
- 2 student connection
- 1 student walk in

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

May 17-21, 2021, 2021

- The Office of Student Rights and Responsibilities attended the Dallas Child Advocacy Center training, Forensic Interviewing.
- The Office of Student Rights and Responsibilities attended the Texas Association of Mediation bi monthly meeting.
- The Office of Student Rights and Responsibilities participated on the International Coaching Foundation for Coaching week event.

May 24-28, 2021, 2021

- The Office of Student Rights and Responsibilities attended the International Ombuds Institute Virtual Conference.
- The Office of Student Rights and Responsibilities attended the online mediation training for youth and schools forum.

OFFICE OF STUDENT CONDUCT

May 17-21, 2021

- The Office of Student Rights and Responsibilities attended the Dallas Child Advocacy Center training, Forensic Interviewing.
- The Office of Student Rights and Responsibilities attended the Texas Association of Mediation bi monthly meeting.
- The Office of Student Rights and Responsibilities participated on the International Coaching Foundation for Coaching week event.

May 24-28, 2021

- The Office of Student Rights and Responsibilities attended the International Ombuds Institute Virtual Conference.
- The Office of Student Rights and Responsibilities attended the online mediation training for youth and schools forum.
- The Office of Student Conduct is reviewing upcoming trainings.

BEHAVIORAL INTERVENTION TEAM

May 17-21, 2021

- The Behavioral Intervention Team held a meeting.

STUDENT ACTIVITIES AND WELLNESS

- Face Mask Decorating with Student Government Association (Pecan)

- Pizza & Chill End of Semester Party (Pecan & Mid-Valley)

- 2021 Spring Student Appreciation Banquet (Pecan)

- Go Stress Free with Orbeez (Pecan)

- Cinco de Mayo Snack Cart (Pecan)

348
People Reached

8
Engagements

Boost Post

- 2021 Student Leadership Academy Graduation (Pecan)

1,023
People Reached

124
Engagements

Boost Post

- Pizza Friday Jr. (Technology)

- Quarterback Challenge (Technology)

- Student Government Association Gala (Mid-Valley)

- Cinco de Mayo Celebration (Starr)

- May the fOORth BEEZ With You (Nursing & Allied Health)

- Splash Bash at NAH (Nursing & Allied Health)

- Spring 2021 Student Appreciation Ceremony (Nursing & Allied Health)

- Spring 2021 Student Appreciation Ceremony (Technology)

- Finals Survival Kit Giveaway (Nursing & Allied Health)

- Finals Coffee & Popcorn FTW (Nursing & Allied Health)

- Spring 2021 Student Appreciation Banquet (Starr)

- Student Government Association Campus Meetings (District-wide)
- Student Government Association Executive Board Meeting (District-wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Presentations for Fast Track events with College Connections (Pecan)
- First Year Connection New Student Online Orientations
- Contacted Students to register them for First Year Connections New Student Orientation (FYCNSO) for Summer 2021.
- First Year Connection New Student Orientation In-Person Sessions (Pecan, Mid-Valley, & Starr County)
- Recruitment for Future Jaguars Leadership Camp (Pecan, Mid-Valley)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 38

Referrals for Student Accessibility Services: 9

Referrals for Counseling Services: 23

Counseling Email Inquiries: 312

Counseling & Student Accessibility Services

Campus	Career/ Transfer Svcs.	Academic Counseling-Probation/ Suspension	Mental Health	Other Services	Total
Mid-Valley	3	87	25	2	117
NAH	5	37	17	2	61
Pecan	6	297	135	169	607
Starr Co.	2	72	12	3	89
Technology	1	10	18	24	53
Total	17	503	207	200	927

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility 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 Accessibility 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 Meetings with UTRGV MSW Intern
- 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
- College Safety Committee Meeting
- CIVSA Region 2 Student Chat
- Social Work Interviews for UTRGV Interns
- Behavioral Intervention Team Meeting
- Carl Perkins Summer Bridge and Fast Track Planning Meeting
- HS Graduation ARDs
- EquatIO Training
- Intentional Communication & Teaming Training Pre-Meeting for Counseling Services
- Required HR trainings on Everfi
- CSAS End of Semester Meeting/Breakfast
- CSAS Graduates Celebration
- Meetings with HR and ERO
- Meeting with CSAS Work-studies
- TAMUK Interns Oral Defense Advisory Board Meeting
- Pharr Mental Health Unit Alliance
- Channel 5 Facebook Live Event regarding mothers at home
- Orientation for UTRGV MSSW Intern
- June Facebook Event Planning Meeting
- Pharr Too Many Run/Walk Event
- RGV Texas Foster Youth Monthly Stakeholder Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

- Workforce Solutions Facebook Live event on SAS services
- Region One ESC, Living with Dyslexia Conference
- Student Accessibility Services Facebook live presentation for PSJA ISD Special Education Dept.

PROFESSIONAL DEVELOPMENT

- Unidos Contra la Diabetes Presentation
- Mental Health Conference with UTRGV OVAP
- Title IX Mock Hearing Training
- Palms Behavioral Health-Youth Suicide Prevention Presentation
- AHEAD Returning to Campus, Post-COVID: A Two-Part Summer Panel Discussion Webinar Series (PART 1)
- Intentional Communication & Teaming
- Community Partner Monthly Information and Training Webinar
- Resource Development, Management and Compliance Training

Interpreting Services Activity Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	23
Post-Production ASL Interpreted Lectures (Asynchronous)	1
Post-Production ASL Interpreted Videos (Asynchronous)	11
Interpreted for Admissions/Enrollment	9
Interpreted for Advising/PASS	2
Interpreted for Financial Services	7
Interpreted for Testing Services	0
Interpreted for CSAS	16
Interpreted orientation/outreach	9
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	51
Interpreter Hosted Workshops	0
Interpret student and/or instructor meeting	4
Other	345
Total number of services provided	478
Total number of interpreted hours	88.25 hrs

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	19
Contacts with SAS Students	43
Assist Students in Registration Process	17
Mass Emails to CSAS Students/faculty/community	1
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	4
General Interpreter/Community Meetings	44
Assign Cases to Counselors	17
Total	145

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 3,369 contacts with students were conducted by Academic Advisors and PASS Program Advisors in May 2021
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Coordinated with College Connections to include advising students during Fast Tracks for FTIC students
  - Advisors participated in Texas Success Center's Resource for Organizational Development & Education Online (RODEO) course on Case Management Roster training

- **Faculty Advising**
    - Updated Master List of Faculty Advisors
    - Communicated with Faculty Advisors to answer their advising questions and provide support
    - Scheduled and worked on Faculty Advising Summer Series in special advising topics that will be offered in June/July
    - Provided Academic Advising training to faculty advisors
- **Mentoring Services**
    - **College Advising Training Program-** worked on schedule and presentations for 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 were in place for the Spring 2021 term; four virtual visits were recommended for the term; presentations topics include financial *aid, final exam preparation, etc*.
- **PASS Program**
    - Staff provided academic advisement for PASS Program participants virtually and in person
    - Staff maintained ongoing contacts with students on their caseloads;
    - Held Program meetings to review Program activities and services;
- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
    - Maintained continued contact with Grants Office on Carl Perkins and the THECB Desk Review
    - Met with PASS Program staff to review activities, Time on Task requirements and evaluation for Perkins
    - Ongoing communication with SAEM Directors for completion of FY2022 application

PARTICIPATED IN THE FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; Implemented QEP Roadmap; attended Concourse training and updated Advising Syllabus to be activated for FTIC Fall 2021 cohort; provided professional development for advisors and faculty advisors; held meetings with ATD Coach; QEP Co-Director has not been identified by Academic Affairs; registered for SACSCOC Summer Institute; met with SACSCOC Liaison and Assessment team to review QEP status and next steps

B. Preliminary Forms

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

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: JUNE 17, 2021

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, 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.
    - Fund Balance review with Comptroller and Budget Manager.
    - Grant funded employer review with Accounting Group Manager.
    - Grants review with Associate Comptroller.
    - HEERF funds, Budget update, and One-time payment review with Comptroller.
    - LRGVDC/STC Agreement renewal review with Comptroller and Accounting Group Manager.
    - One-time payment for Restricted and Auxiliary Funds review with Comptroller and Associate Comptroller.
  - Accountability, Risk, and Compliance:
    - COVID-19 Safety Protocols with Director of Accountability, Risk, and Compliance.
    - PAS items with Director of Accountability, Risk, and Compliance.
    - Policy 6320 on Prohibition of Drugs and Alcohol on Campus with Director of Accountability, Risk, and Compliance.
    - Property Insurance Claim for Mid Valley Campus Building H with Director of Accountability, Risk, and Compliance and Risk Manager.
    - Title IX Mock Hearing Training preparations with Accountability, Risk, and Compliance Support Specialist.
  - Human Resources:
    - Automation with Banner data and Office 365 Workflows & Power Apps (Data Connector for Enhanced Automation) meeting with Director of Human Resources, HRIS Manager, Records Technician, and HR Systems Specialist.
    - HR Hiring Processes with Director of Human Resources and other staff.

- Human Resources case meeting with Legal Counsel, Director of Human Resources, Director of Facilities Operations, and Management, and Assistant Director of Custodial Support Services.
- Office of Human Resources department staff updates with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
- Work from Home online upgrades with Director of Purchasing, HRIS Manager, and Records Technician.

- Facilities Planning and Construction:
  - Facilities projects, Facilities Committee and Board packet items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
  - FY 22 CIP and R&R Project Budgets meeting with Director of Facilities Planning & Construction, FPC Project Managers, Coordinator of FPC Accounts, and FAS Project Manager.
- Purchasing:
  - Buy American Act and Texting While Driving Grantor Requirements with Director of Purchasing.
  - Policy 5211: Vendor Information File & Policy 5200: Purchasing Authority with Director of Purchasing.
  - Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- Department of Public Safety:
  - LRGVDC Cost Methodology review with Public Safety & Transportation Services Manager, Accounting Group Manager, Comptroller, and FAS Project Manager.
  - RCPSE matters with Chief of Police.
- COVID-19:
  - College-Wide Safety Committee to discuss revised COVID-19 Safety Protocols.
  - COVID-19 Campus Safety Protocols with Director of Accountability, Risk, and Compliance.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Title IX Case letters with Director of Human Resources.
  - Title IX Case review with the Director of Facilities Operations, and Maintenance.
  - Title IX Case Review with Title IX consultant.
  - Title IX Case Reviews with Title IX Team.
  - Title IX Cases follow-ups.
  - Title IX Initial Assessment Case meeting.
  - Title IX Mock Hearing Participant meeting.
  - Title IX Mock Hearing training discussion with ATIXA/Title IX consultant and Title IX team.
- Other Meetings:
  - 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 meeting with FAS Project Manager and Accountant.
  - College Safety Protocols with Environmental Health & Safety Manager.
  - College Threat notification with Executive Crisis Team and Chief of Police.
  - Committee Agenda items with Interim President.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - Department of Labor inquiry discussion with Legal Counsel, Director of Human Resources, and Employee Relations Officer.
  - FAS Department's I.T. Projects discussion.
  - FAS Directors' monthly meeting.
  - Hiring positions with Interim President.
  - Interview with FAS Administrative Officer candidate.
  - Investment Advisor zoom meeting with Comptroller, Associate Comptroller, Accounting Group Manager, and Investment Advisor representative.

- IT Projects Status updates with the Interim Director of Human Resources, Comptroller, Director of Purchasing, and Project Manager.
- Lawsuit case review with TASB.
- Office of the Vice President for Finance and Administrative Services staff meetings.
- One-time payment review with Director of Human Resources and Comptroller.
- Pathway Agreement review with Executive Director for Resource Development Management and Compliance.
- Performance Appraisals with FAS office staff.
- Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
- Potential claim letter with TASB representative and Director of Human Resources.
- President's Cabinet Updates with Finance and Administrative Services Project Managers and FAS Reporting Coordinator.
- President's Candidate Forum.
- Presidential Search Committee Forum.
- Sexual Misconduct policy with Contracts Manager.
- Spring Commencement Ceremony Walk Through with Interim President and Vice-Presidents.
- Temporary Agency employee interview.
- Texas Workforce Commission case with Legal Counsel, Director of Human Resources, and Employee Relations Officer.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - American Rescue Plan Implementation webinar.
  - Clery Act trainings.
  - NACUBO Endowment Master Class Series webinar on Endowment Spending: Should You Change Your Policy Now?
  - NACUBO Endowment Master Class Series webinar on Socially Responsible Investing: Tackling SRI & ESG Goals and Strategies.
  - TACCBO call with representative.
  - Title IX MAXIENT training.
  - Title IX Mock Hearing training.

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.
    - Budget Calendar.
    - Budgeting and Staffing review for FY 2021 and FY 2022.
    - Cashier Direct-Wage Pools.
    - Delinquent Tax collections.
    - Discharge of Student Unpaid Debt.
    - Fund Balance Reserve review.
    - FY 2021 Budget Amendment.
    - FY 2022 Budget Summary review.
    - FY 2022 Net Increase in Net Assets.
    - FY 2022 Staffing Plan.
    - FY 2022 Unrestricted Fund Balance Designation.
    - HEERF III review.
    - One-time payment Board motion.
    - One-time payment for Eligible Employees Write-up.
    - Potential Salary Increases for FY 2022.

- Human Resources:
  - HR Applicant Hiring Process Presentation review.
  - Legal Counsel case review.
  - Updates on the status of COVID-19 Cases Report.
- Purchasing:
  - Buy American Act and Texting While Driving Grantor Requirements.
  - Grant Purchasing requirements.
  - Purchasing Process Presentation review.
- Facilities Planning and Construction:
  - Facilities Planning and Construction project updates.
  - Starr County and Mid Valley Workforce.
- Facilities Operations and Maintenance:
  - Electricity Bill Management Report.
- Department of Public Safety:
  - LRGVDC Transportation Services.
- COVID-19:
  - COVID-19 Campus Safety Protocols.
- Title IX:
  - Title IX Case Final Determination letter.
  - Title IX Case Initial Assessment.
  - Title IX Case Investigation Report edits.
  - Title IX Case review with ATIXA consultant.
  - Title IX Employee & Student cases.
  - Title IX Mock Hearing email.
- Other:
  - 87th Texas Legislature Regular Session matrix.
  - Board Budget Presentation.
  - Budget Transfer approvals.
  - Business System Specialist Job Description review.
  - Campus Dining and Food Truck services.
  - Childcare Workforce payment.
  - COC Meeting agenda.
  - College Threat review with Crisis Management Team.
  - Creative Agency RFP and Contract.
  - Department of Labor call on Employee Case.
  - Faculty Handbook update.
  - FAS Administrator Hiring Packet.
  - FAS Department's Orientation Presentations.
  - FAS Leaders On-boarding Guide.
  - Hiring Packets Review and Approvals.
  - Institutional Equity/Title IX positions interview summary.
  - Office Space reorganization.
  - Presidential Search Committee review.
  - Request for Qualifications (RFQ) for College Bond Counsel.
  - Request for Qualifications (RFQ) for College Legal Counsel.
  - RFP Creative Agency Services.
  - Temporary Agency Business Specialist position review.
  - TimeClock approvals.
- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (April 2021).
  - Overtime Reports - Hours Worked by Employee (April 2021).
  - Salary Savings Reports (April 2021).

- TCP Verification Reports (April 2021).
- Travel by Employee Reports (April 2021).
- Vacancy Reports (April 2021).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at May Finance, Facilities, and Board meetings on the following items:
    - Award of Proposal, Purchases, and Renewals
    - 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 Regular and Temporary Full-Time Employees
    - Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Approved Budget
    - Recommend Action to Close Three Bank Accounts
    - Quarterly Investment Report for Quarter Ending February 28, 2021
    - Delinquent Tax Collection Report for the Period Ending February 28, 2021
    - Acceptance of the 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 following construction projects:
      - 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 NAH 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 NAH East Building A Student Services Renovation Project
      - Starr County Campus Student Services Building G Cashiers and Veterans Affairs Area Renovation Project
  - Started working on the following items for June Finance, Facilities, and Board meetings:
    - Award of Proposal, Purchases, and Renewals
    - Legal Services
    - Proposed Budget Amendment for FY 2020 - 2020
    - Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022
    - Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus
    - Staffing Plan Revisions for FY 2021 – 2022
      - Faculty Instructional Pool Funding Increase
      - Critical New Non-Faculty Position
      - Reclassifications of Non-Faculty Positions
      - Funding of Selected Previously Frozen Positions
      - Deletion of Vacant Department Chair and Non-Faculty Positions and Salary Pools
      - FY 2021 – 2022 Position Salary Funding Reserve
    - Unrestricted Fund Balance Designations as of August 31, 2021
    - Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Proposed Amended Budget
    - Use HEERF Institutional Funds to Discharge Student Debt
    - Approval of the proposed Workforce Program projects at the Starr County Campus
    - Authorization to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects in FY 2021-2022 at the Starr County Campus
      - Expansion and Renovation at the Building D Welding Lab
      - Expansion at the Building D Automotive Lab
      - Expansion and Renovation at the Building C HVAC-R Labs
    - Approval of the proposed Workforce Program projects at the Mid Valley Campus

- Approval to terminate the architectural services agreement with The Warren Group Architects, Inc. and cancel the Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project
- Authorization to Use Unexpended Plant Funds Previously Earmarked for the Proposed Workforce Program Projects and Funds Released from the Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction Project in FY 2021-2022 at the Mid Valley Campus
  - Expansion and Renovation at the Building D Welding Lab
  - Expansion at the Building D Automotive Lab
  - Expansion and Renovation at the Building D HVAC-R Labs d. Renovation at Building A for Culinary Arts Labs
- Approval of the priority schedule for the District Wide Flooring Replacements project
- Approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2021 – 2022
- Approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2021 – 2022

- Project Managers worked on the following items:
  - Activity Report for the month of April 2021.
  - Assisted in Fixed Asset Inventory for Food Services.
  - Attended Coordinated Operation Council (COC) Meeting.
  - Board motion write-up to request authorization to solicit Dining and Food Truck Services.
  - Campus Security Authority Training Due May 31, 2021 with Director of Human Resources.
  - Campus Security Authority Training Due May 31, 2021 with Director of Human Resources.
  - Continue updating the FY 22 Staffing Plan Revisions Requests.
  - COVID-19 Dashboard and Google Account with Digital Developer.
  - Created the Use of Food Services Vehicle Agreement for Facilities Operation and Maintenance to use van during cafeteria closure.
  - Creating Magic Report with Graphic Designer.
  - Employee Hiring Process Presentation with Director of Human Resources.
  - Employee Number Report with Director of Human Resources.
  - EVERI Course Launch with Director of Human Resources and Accountability, Risk and Compliance Specialist.
  - Faculty Extended access with Director of Human Resources.
  - FAS Department Orientation Guide Outline with Directors of Finance and Administrative Services.
  - Finalized the board motion write-up on the Interlocal Agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Sessions.
  - Finance and Administrative Services Productivity Report.
  - FY 2020-2021 Staff Performance Appraisals Announcement with Director of Human Resources.
  - FY 21 Employee Lump Sum Payment for FY 21 with Accounting Group Manager.
  - Jags at Work Job Descriptions with Human Resources Specialist.
  - Job Descriptions Updates with the Department of Human Resources.
  - Legal counsel monthly log and confirmed activities stated on invoices sent by legal counsel.
  - May 2021 Creating Magic Badge with Graphic Designer.
  - May 2021 Key Notes with Directors of Finance and Administrative Services.
  - Monthly construction report included in the Facilities Committee packet.
  - New President's FAS Department Orientation Guide Presentations.
  - New TRS Reporting Deadlines with Comptroller.
  - Notice of Employment Process Map with the Office of Human Resources.
  - Notice of Non-Discrimination with Graphic Designer and Director of Human Resources.
  - Notice of Non-Discrimination with Graphic with Director of Facilities Operation and Maintenance.
  - One-Time Payment Alert Notice with Vice President for Finance and Administrative Services.
  - Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
  - Photographs Shared folders with Graphic Designer.

- Physical Inventory Assets with Finance and Administrative Services Reporting Coordinator.
- Position Control Transfer Approval with Comptroller.
- Position Control Transfer with Comptroller.
- Potential Salary Increases for FY2022 Matrix.
- Prepared and finalized weekly President's Cabinet meeting packet.
- Presentation - Application Requirement Changes with Human Resources.
- Researched National Police Week and wrote a keynote memo addressed to Faculty and Staff on the importance and appreciation of law enforcement officers.
- Resignation Notice Process Map with the Office of Human Resources.
- Resource for Faculty & Staff with Department of Public Relations and Marketing.
- Resources for Faculty and Staff Webpage with Digital Services Manager.
- Resources Updated with Director of Human Resources.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
- Reviewed and updated the Comprehensive Plan for Capital Improvement Project Budgets in FY20 and Beyond.
- Search Committee Procedures with Director of Human Resources.
- Search Committee Volunteers for Each Division with Director of Human Resources.
- Search Committee with Directors of Finance and Administrative Services.
- Senate Bill 212 Quarterly Report Updates Webpage with Accountability, Risk and Compliance Specialist.
- South Texas College Online Training Accountability, Risk and Compliance Specialist.
- South Texas Leadership Academy for Staff with Directors of Finance and Administrative Services.
- Staffing Plan and Pay Plan Cover with Department of Human Resources.
- Student/Employee Positive COVID 19 Cases with Graphic Designer.
- Submitted the Junior College Audit Report on behalf of Food Services Department.
- Temporary Agency Access with Human Resources Staffing Assistant.
- Title IX Training for Employees with Accountability and Risk Compliance and Director of Human Resources.
- Title IX Training Forms with Accountability Risk and Compliance Specialist.
- Work from Home Policy with Director of Human Resources.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable automation system
- Accounts Payable Invoice Process Mapping
- Apprenticeship Expansion Budget with external grant agency
- Artist Lisa Kay Irby purchase
- Auxiliary Report training with Budget staff
- Business Office handbook review with new employee
- Conference call to troubleshoot ACH setup for bank 17 with bank
- Conference call to troubleshoot issues with the FTMFUND banner screen with Ellucian
- Discussed pending issues and projects affecting Accounts Receivable with Cashiers
- File room procedures with Accounts Payable Supervisor and Record Technician
- FY 2021 - 2022 Budget meeting with Vice President for Finance and Administrative Services
- FY 2021 - 2022 Restricted Budget fund
- Government Accounting Standards Board (GASB) 87 Statement Leases
- HEERF III Loss of Revenue Student Delinquent Balance discussion with San Jacinto Community College Finance staff
- Lower Rio Grande Valley Development Center (LRGVDC) motion and interlocal agreement with Purchasing Dept, Legal Counsel, Student Transportation, and VP-FAS-project manager
- Manager and Supervisor training meeting with Associate Comptroller and Grants Accounting Supervisor

- Miscellaneous Grant items with Grant Supervisor and Accounting Group Manager
- One-Time Payment with Payroll and Human Resources
- Options to accept online payments for library
- Payments for information required to accept international wire payment with TransferMate Global
- President's Administrative Staff meeting
- President's Finance and Administrative Services Department Orientation Guide with Business Office staff
- Recurring Manager meeting to discuss various Business Office items
- Regarding Cabinet items with the Vice President for Finance and Administrative Services
- Reviewed Schedule E and F
- RGV Focus Sub-Grant status meeting with Grant Compliance, Continuing Education, and ITED
- Search committee for Human Resources Assistant Director position
- Student Financial Obligation Agreement (SFOA) and Title IV demo with Cashiers and Information Technologies
- Susan Harwood Monitoring grant visit with external agency and South Texas College staff
- Texas Reskilling Grant initiation meeting
- TouchNet and TransferMate to begin implementation of international payment method which allows student to pay in their own local currency
- Upcoming audit, punctuality, overtime, reconciliations, and deadlines with General Accounting staff
- Update procedures with General Accounting staff
- Vendor listing request for Chrome River users with Information Technology
- Vendor presentations with Information Technology
- Workmen's Compensation meeting
- Trainings/Webinars:
  - Bite size Training Emergency Loans and Installment Plans
  - Business Office Records Retention training
  - Campus Security Authority (CSA) training
  - CPR and Seizure Response First Aid Training
  - Everfi - Building Supportive Communities: Clery Act and Title IX
  - Everfi - Code of Conduct: Workplace Conduct
  - Everfi - Preventing Harassment & Discrimination
  - Governmental Accounting Standards Board (GASB) 87 webinar
  - Hispanic Association of Colleges and Universities (HACU) Higher Education Emergency Relief Fund (HEERF) III webinar
  - Preventing Harassment and Discrimination: Non-Supervisors

RECORDS RETENTION TRAININGPROJECTS 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 grant reporting in Texas Workforce Commission portal
  - Travel system 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	21-May
01 E&G	225	297	229	230	254	232	266	295	383
01 Direct Deposit	39	43	57	57	47	39	54	79	86
03 Student	7,026	2,062	429	100	10,724	5,716	1,703	2,535	1,013
12 I&S Taxes	-	-	-	-	1	-	-	-	-

Bank No.	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May
16 I&S Bond	-	-	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10	17	12
31 Virtual Card	234	344	263	188	213	179	287	303	311
32 AP Card	1	3	2	1	2	-	4	1	2
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-

- Accounts Receivable/ Financial Aid Accounting:
  - Compiled registered student listing from March 13, 2020 to May 25, 2021 with outstanding balances
  - Completed the Restricted Fund (Non-Grant) FY 2022 Budget
  - Revenue Recognition Procedures
  - Submitted the Summer Emergency Loan fund allocation to Student Financial Services to begin disbursing funds
  - Tested Ellucian Campus Receivable Collector (CRC) Customer Web Access (CWA) online recurring payment process
  - Tested the Ellucian Campus Receivable Collector (CRC) Write-off Benefit functionality
  - Tested the Ellucian Campus Receivable Collector (CRC) Write-off Benefit functionality for possible forgiven debt transactions and on-line recurring payment process
  - Third-Party restricted fund FY 2022 budget worksheet to input into Budget Development
- Cash Management/Special Projects/Office Support:
  - Interim Audit Items
  - Multiple Business Office websites
  - Owner change request form automation for Facilities Planning and Construction
  - President's Finance and Administrative Services (FAS) Department Orientation Guide PowerPoint presentation
  - Researched Government Accounting Standards Board (GASB) statement number 87 - Leases
  - Reviewed Board Reports
  - Submitted Franchise Tax reports for South Texas College Foundation

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	8	391
01 Direct Deposit	5	77
02 Payroll	5	357
02 Direct Deposit	3	2,156
03 Student	4	1,013
12 I&S	0	0
16 I&S	0	0
17 Plant	4	12
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	29	4,006

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	36
Wire Transfers for Benefits and International	2

- Budget and Reporting:
  - Budget items needed by the Vice President for Finance and Administrative Services for Cabinet
  - Created comparison summaries and graphs of the FY 2019-2020, FY 2020-2021, and FY 202-2022 budgets
  - Draft of motion revising the metric to determine the minimum Unrestricted Fund financial reserve level
  - Estimations of salary increase scenarios
  - FY 2020-2021 budget amendment narrative and FY 2021-2022 Finance Committee motion for Cabinet
  - FY 2020-2021 Budget amendment with the Vice President for Finance and Administrative Services and the Comptroller
  - FY 2021-2022 Auxiliary revenue and expenditure projections
  - FY 2021-2022 budget presentation
  - FY 2021-2022 budget scenarios
  - FY 2021-2022 budget scenarios with the Vice President for Finance and Administrative Services
  - FY 2021-2022 Finance Committee motion, summary, and presentation
  - May Finance Committee motion
  - One-Time Payment Alert Notice
  - One-Time Payment eligible employee listing
  - One-Time Payment motion
  - Orientation Guide for New President's Finance and Administrative Services Department
  - Preliminary draft of Proposed FY 2020-2021 Budget Amendment motion and presentation for June
  - Preliminary draft of Unrestricted Fund Balance Designations motion for June
  - Requested revenue and expenditure projections from staff for the FY 2021-2022 budget
  - Salary increases scenarios for FY 2021-2022
  - Unfreeze allocation amounts by division
- General Accounting/Construction/Fixed Assets/Property Tax:
  - Board management reports and staff continues to work on month reconciliations and monthly reports
  - Bond Counsel Reference Questionnaire for Purchasing Department
  - Completed 121 monthly reports during the month of May 2021
  - Draft Bond Counsel motion to recommend a bond counsel
  - Financial Manager report for General Accounting
  - FY 2021-2022 Restricted (some) revenue and expenditure projections
  - General Accounting procedures updates
  - May Finance Committee motion for Lower Rio Grande Valley Development Center (LRGRVDC) contract period and interlocal agreement
  - Procedures updates the Bond Counsel Request for Qualifications (RFQ)
  - Revision of Lower Rio Grande Valley Development Center (LRGVDC) motion and interlocal agreement
  - Security & Policy requisitions

Duties	**Total**
Approval Queues - Requisitions Approved	23
Bank Reconciliations	8
Board and Management Reports Reviewed	81
Check provided to AP/Payroll - Cashed	15
Check verification for AP / Payroll	45
Construction budget transfers reviewed and approved	22
Copies of booklets/journal entries requested	30
Checks provided for Arbitrage and Bank Statements	45
Deposits prepared	252

Duties	Total
Donations - telephone calls received	32
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	140
Download of Year End Reports and Monthly and Daily - hours	1.5
Returned mailed checks - Logged and Filed	31
Returned Mailed checks - Disbursement	22
Bond Checks printed and file for bank 12, 16 17, 37 & 38	1
Emails - answered, prepared, initiated	749
Emails - received and read	695
Financial manager changes	2
FOAP created including activity codes and FOAP updates	25
FOAP provided for deposits and/or other depts requesting info.	38
Hours assisting other departments	1
Hours Filing and organizing of Journal Entries and boxing	6
Hours used for scanning - estimated	21.5
Hours used to log Scanned JE	18.5
Hours used to prepare documents for scanning	3
Hours used to compile and scanning LRGVDC backup	8
Donations - telephone calls received	29
General Accounting Daily Banner Reports	220
Interdepartmental Transactions reviewed	33
Interdepartmental Transactions submitted	28
Invoices and encumbrances reviewed	35
Journal entries prepared	84
Journal entries processed including FUPLOAD	891
Journal entries- transactions processes	5417
Journal entries/documents scanned	840
Journal Entries Logged	840
Journal Entries Filed and Organized including creation of labels	641
Journal Entries reviewed	123
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	19
Positive Pay Exemption-Number of checks researched/verification	25
Requisitions prepared	1
Stale dated list prepared	194
Stale dated letters mailed	266
Stale dated letters returned and logged	9
Stale dated letters mail-hours used to search for updated address	3

Duties	Total
Stop payments processed (includes stale dated checks)	36
Transactions removed from bank reconciliation	608
Special project - Tax abatement	1
Audit - Scanned/copied documents for auditor	0.25
Professional Development - hours - Attended	5
General Ledger/Construction/cash Procedures reviewed	11
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	2
General Accounting Department Review meeting - hours	2.5
Special Project - Bank - bank statement and checks images and automation/updates	6
Special project - FTMFMGR - Inactivation test hrs.	9.5
Special Project - GASB 87 Leases - hours	10
Overtime - Hours and Task worked	2.75

Description	Apr-21
General Journal Entry (Intra-Fund) (JE 15)	158
General Journal Entry (Inter-Fund) (JE 16)	90
Cash Receipts (CR 05)	411
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	0
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	4
Misc. Receipt Payments (CA10)	4
General Journal Entry (STCJ)	-

- Cashiers:
  - Cashiers fixed assets inventory
  - Department Orientation Guide for Financial & Administrative Services (FAS)
- Payroll and Position Control Departments:
  - TimeClock Plus workflow.

Payroll Processes for the Month Ending May 31, 2021	
Payroll Re-issue Processed	3
Payroll Cycles	4
Payroll Checks & DD	2,822
TimeClock Plus Access Forms Processed	43
Number of Employees with OT reviewed for OT Memos	210
NOE's Approved	406
Salary Budget Transfer Forms Processed	10

- Business Office Performance Indicators:

Payroll Processes for the month Ending May 31, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2019	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	489	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 3/16 - 3/31) SR07	248	Salaried	1
(Waged 04/01 - 04/15) SR08	246	Waged	1
Regular (Salaried: April) MR04	4,395		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	1
Approved NOE's	406		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	26	Waged	1
Salaried	354		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	10
FLAC	1		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	1	Salaried	0
Waged	28	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	15	Salaried	0
Salaried: MR04	41	Waged	0
(Salaried:)			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	1	Salaried	297
Waged	0	Total Net	$ 220,883.12
(Waged:)	6		
Liabilities Processed			
ORP	11	Waged	58
Annuity	12	Total Net	$15,240.39
Student Loans	MR - 0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	2,019
IRS Levy	0	Total Net	$ 5,304,789.01
Withholding & FICA	3		
Met Life	1	Waged	448
Legal Judgement	1	Total Net	$135,473.06
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		

Payroll Processes for the month Ending May 31, 2021			
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:

- Conference call to discuss driving while driving texting laws with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Conference call to discuss processes involving anonymous reporting on failing to comply with COVID-19 safety protocols.
- Culinary Pulmonary Resuscitation (CPR) and First Aid virtual training hosted by the South Texas College Department of Public Safety Emergency Preparedness Coordinator.
- Discussed the responsibilities with the newly selected Department of Public Safety Police Lieutenant.
- Discussing the face mask college safety protocol with the South Texas College police lieutenant and sergeant.
- Finance Committee Board Meeting on the Lower Rio Grande Valley Development Council and The South Texas College Department of Public Safety Transportation Agreement for Summer 2021.
- Pharr's Mental Health Unit Alliance Meeting to discuss mental health needs in our community with other law enforcement partners.
- Proficiency police training on equipment used while on duty.
- Regular Board Meeting via Zoom on the South Texas College Transportation Services and the Lower Rio Grande Valley Development Council Agreement.
- Rio Grande Valley Virtual Hurricane Conference to discuss this year's hurricane season.
- Teams College Safety Meeting to discuss changes on the current COVID-19 Safety Protocols with administrators district wide.
- Teams Coordinated Operations Council Meeting to discuss different New Capital Improvement Projects, New Renewal and Replacement Projects and Capital Improvement Budgets with other college administrators.
- Teams Executive Crises Management Meeting to discuss a college threat with other college administrators.
- Teams Finance and Administrative (FAS) Directors' Meeting with Vice President for FAS and other all the FAS Directors.
- Teams President's Administrative Staff (PAS) meeting to discuss college district wide topics with other administrators.
- Teams Safety Meeting to discuss campus district wide safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Texas Commission on Law Enforcement New Chief's Training covering topics such as critical race related issues, evidence & property room management, developing effective policy & procedure, replace liability with credibility, and other law enforcement topics.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Referrals sent to Risk Management.
  - Reviewing incident reports on South Texas College Department of Public Safety Automated Reporting Management System (ARMS).

- Surveillance Cameras:
  - Compiling the number of calls for service at the library and camera locations in open work areas district wide.
  - Continuing with Avigilon Upgrades, projects, and request for proposals (RFP).
- Training:
  - 100% compliance with the campus security authority (CSA).
  - Cardiopulmonary Resuscitation (CPR)/First Aid/Automated external defibrillator (AED) Trainings.
  - Completing Human Resource required training.
  - Evacuation chair hands-on trainings.
  - Evacuation Drills Campus District Wide.
  - Hands on Cardiac Pulmonary Resuscitation virtual trainings for college employees.
  - Hands-Only Cardiopulmonary Resuscitation (CPR)/Seizures/First Aid Response Training.
  - Planning firearms training for all Department of Public Safety police officers.
  - Scheduling police officers to a virtual suicide prevention training.
  - Scheduling police officers to proficiency police training on equipment used on duty.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approving leave request on Time Clock.
  - Approving times on Time Clock.
  - Processing Department of Public Safety job positions on People Admin.
  - Updating police sergeant's job description.
- Purchases and Repairs:
  - Approving requisitions.
  - Department of Public Safety asset inventory.
  - Ordering police equipment.
  - Security/police/transportation vehicle maintenance.
- Shuttle Buses and Parking:
  - National Transit Database (NTD) Report.
  - Parking Permits for FY2021-22 received.
  - Ridership report, monthly trip log report and monthly driver manifest.
  - Summer route schedule.
- Other:
  - Assigning police presence at Board Meetings.
  - Assisting/coordinating with The Pharr Police Memorial Ceremony taking place Monday, May 17, 2021.
  - Collecting safety and security self-assessment audit results from different departments campus district wide.
  - Outline and power point presentation on services provided by South Texas College Department of Public Safety such as a keeping a safe environment for all college stakeholders.
  - Providing actual Evacuation Chair training practice at Nursing Allied Health.
  - Reminding Safety and Security self-audit team the deadline to turn in their findings.
  - Requests for first aid kits processes.
  - Researching texting while driving laws nationwide.
  - Safety and Security Junior College Audit Report (JCAR) questions.
  - Safety measure COVID-19 signage removed from Parking Lots and Entrances to Buildings.
  - Sending a Clery Timely Warning through the Rave Mass Notification.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2021 Texas Association of Physical Plant Administrators (TAPPA) Conference.
- Coordinated Operations Council meeting to review the Fiscal Year 2021-2022 Capital Improvement and Renewals & Replacement projects.

- District Wide
  - District Wide Automatic Door Openers-95% plan set review meeting with engineer and College staff.
  - District Wide Deferred Maintenance of Roofs-contract negotiations meeting with engineer, roofing contractors, and Facilities Planning and Construction staff.
  - District Wide Interior Building Wayfinding-Pre-construction meeting with contractor and College staff.
- Facilities Operations Council meeting to review the Fiscal Year 2021-2022 Renewals & Replacement project budgets and on-going projects with College staff.
- May Board meeting.
- May Facilities Committee meeting.
- May Finance Committee meeting.
- May Special Board meeting.
- Meeting with Facilities Planning & Construction staff to verify items needed for the May Facilities Committee meeting.
- Meetings to review the Fiscal Year 2021-2022 Capital Improvement and Renewals & Replacement project budgets with Facilities Planning & Construction staff.
- President's Administrative Staff meeting.
- Review the Fiscal Year 2021-2022 Capital Improvement and Renewals & Replacement projects and budgets with Facilities Operations & Maintenance and Information Technology staff.
- Review the Fiscal Year 2021-2022 Capital Improvement and Renewals & Replacement project budgets with Facilities Planning & Construction staff.
- Review the Fiscal Year 2021-2022 Capital Improvement Proposal projects and project assignments with Facilities Planning & Construction staff.
- Texas A&M Health Science Center to tour facility.
- <u>Mid Valley Campus</u>
  - Mid Valley Workforce-attended meeting to review scope of work for proposed Capital Improvement Proposals for the expansion of the Automotive, Welding, Electrician Assistant, Heating, Ventilation, and Air Conditioning (HVAC), Cosmetology, and Culinary Arts programs with College staff.
- <u>Pecan Campus</u>
  - Pecan Campus Building G Physical Science Classroom Conversions-Pre-Construction meeting with architect, contractor, and College staff.
  - Pecan Campus Building M Generator Replacement-review gas service options with Texas Gas Service, engineer, and College staff.
  - Pecan Campus Library Renovation-site parking and access with architect, Library and Facilities Planning & Construction staff; review proposed security camera locations with Library and Security Department staff.
  - Pecan Campus Library Renovation-site parking and access with architect, and College staff; attended meeting to discuss proposed digital wall signage locations with Educational Technologies staff.
  - Pecan Campus Student Union Building-site visit to verify the condition of the existing handrails of the stairs.
- <u>Pecan Plaza</u>
  - Pecan Plaza Entry Courtyard Improvements-construction update meeting on site with contractor.
  - Pecan Plaza West Building C Kinesiology Renovation-Pre-Construction meeting with architect, contractor, and College staff.
  - Pecan Plaza West Building C Kinesiology Renovation-construction meeting with architect, contractor, and College Staff.
- <u>Regional Center for Public Safety Excellence</u>
  - Regional Center for Public Safety Excellence Drainage Improvements-review Owner Contractor agreement with Legal Counsel and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Site Improvements Phase II-finalize the Supplementary General Conditions for the Engineer's Owner & Contractor Agreement with Purchasing staff.
  - Regional Center for Public Safety Excellence Target Range-meeting to review updated Schematic Design plans with architect and College staff.

- Regional Center for Public Safety Excellence-review scope of work for the proposed Capital Improvement Proposals to discuss the scope of work the Skills Pad and Emergency Vehicle Operator Course (EVOC) Track Lighting project and the Perimeter Fence project with College staff.

- Starr County Campus
  - Starr County Campus site visit to tour existing facilities.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan-on site to review draft master plan with architect and College staff.
  - Technology Campus Buildings A and B Master Plan-review draft master plan with Site Coordinator.
  - Technology Campus Buildings A and B Master Plan-review master plan with architect and College staff.
  - Technology Campus-on site to review Deferred Maintenance needs with Operations & Maintenance staff.
  - Technology Campus-review scope of work for the proposed Capital Improvement Proposal for the Solar Panel Structures with College staff.

WORKED ON THE FOLLOWING ITEMS:

- Coordinating the meeting to evaluate the Capital Improvement Proposals with College staff.
- Facilities Planning & Construction's Monthly Hiring Plan report
- Finance & Administrative Services Division Orientation Guide for Facilities Planning & Construction department.
- Fiscal Year 2021-2022 Capital Improvement and Renewals & Replacements project budgets.
- Fiscal Year 2021-2022 Capital Improvement Proposal presentations and backup for the Coordinated Operations Council meeting.
- June Facilities Committee Meeting draft agenda and write ups.
- May Facilities Committee agenda.
- May Facilities Committee draft agenda and write ups; backup information for the Architect's fee adjustment for the May Facilities Committee draft packet
- May Facilities Committee Meeting agenda and write ups.
- May Facilities Committee revised backup for May Board meeting packet.
- Requesting furniture quotes.
- Reviewal of the various modules on Blackboard presented by the Department of Resource Development, Management and Compliance for Grants awarded, the responsibilities by the Project Director (PD)/Principal Investigator (PI) and all the forms needed to be submitted.
- Reviewed invoices, change orders and pay applications and construction submittals from various Architects, Engineers, and Contractors.
- Space Modification requests.
- Updating Fiscal Year 2021 Capital Improvement Projects and Renewals & Replacements project Change Order Log spreadsheet.
- Workplace Conduct Training and Building Supportive Communities as required for the mandatory courses.
- District Wide:
  - District Wide Automatic Door Openers-finalized project plans and specifications with engineer for advertising of Request for Proposal documents.
  - District Wide Automatic Door Openers-prepared documents for the Request for Proposal and newspaper advertisement.
  - District Wide Automatic Door Openers-providing review comments for the final plan set to engineer.
  - District Wide Deferred Maintenance of Roofs-coordinating contract negotiations. meeting with engineer, contractors, and Facilities Planning & Construction.
  - District Wide Deferred Maintenance of Roofs-reviewed construction contracts.
  - District Wide Interior Wayfinding Signage-review of submittals.
  - District Wide Screening of Equipment-completion of documents needed as part of the Request for Quotes and forwarded to Purchasing.

- District Wide Screening of Equipment-construction documents needed as part of the issuance of the Request for Quotes.

- Mid Valley Campus:
  - Mid Valley Campus-conducted a site visit at South Academic Building H to review the storm damage on the South Academic Building H roof and interior spaces with contractor, Operations & Maintenance staff, and Facilities Planning & Construction staff.
- Nursing and Allied Health Campus:
  - Nursing Allied Health Campus and Starr County Campus Student Services Renovations-memorandums for change orders.
  - Nursing Allied Health Campus Stair Repairs and Replacement-budget estimates for scope of work with engineer.
- Pecan Campus:
  - Pecan Campus Building G Classroom Conversions-site visit to verify status of construction progress.
  - Pecan Campus Building M Generator Replacement-coordinating meeting with Texas Gas, engineer, and College staff.
  - Pecan Campus Building M Generator Replacement-finalized project plans and specifications with engineer for advertising of Request for Proposal documents.
  - Pecan Campus Building M Generator Replacement-finalizing use of geotechnical report with engineer.
  - Pecan Campus Building M Generator Replacement-prepared documents for the Request for Proposal and newspaper advertisement.
  - Pecan Campus Library Renovation-proposed data/electrical out location plan; review of schematic design drawings and furniture layout.
  - Pecan Campus Library Renovation-provided information regarding the east parking to architect; review of 50% design development drawings.
  - Pecan Campus Library Renovation-review of 50% design development drawings.
  - Pecan Campus Sand Volleyball Courts-providing documentation to legal counsel.
  - Pecan Campus Sand Volleyball Courts-review of final pay application and close-out documents.
- Pecan Plaza:
  - Pecan Plaza Human Resources Building A Renovations-coordinated with contractor to begin installation of flooring.
  - Pecan Plaza Kinesiology Renovation-review of submittals from contractor on Owner-Insite.
  - Pecan Plaza West Building C Kinesiology Renovation-reviewed drawings and contractor's Pay Application No.1.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopy for Fire Training Area-prepared documents for the Request for Qualifications and newspaper advertisement.
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles-prepared documents for the Request for Qualifications and newspaper advertisement.
  - Regional Center for Public Safety Excellence Canopy for Students / Instructors-prepared documents for the Request for Qualifications and newspaper advertisement.
  - Regional Center for Public Safety Excellence Cityscape Improvements-the asphalt warranty addendum to the settlement agreement.
  - Regional Center for Public Safety Excellence Drainage Improvements-review of progress set of construction documents from engineer.
  - Regional Center for Public Safety Excellence Drainage Improvements-site visit of the cityscape area after the storm event to observe the drainage system; finalized amendment document for signatures with Purchasing and engineer.
  - Regional Center for Public Safety Excellence Site Improvements Phase II-the Supplementary General Conditions documents for review by Purchasing.
  - Regional Center for Public Safety Excellence-Capital Improvement Proposal site plan and cost estimates for Perimeter Fence Enclosure and Skills Pad and EVOC Track Lighting; performed site visit to verify existing conditions.

- Technology Campus
  - Technology Campus Buildings A and B Master Plan-reviewed preliminary master plan from architect with staff.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Behavioral Intervention Meeting with the Office of Student Rights and Responsibilities.
- Campus Threat meeting with the Interim President of South Texas College.
- Coordinated Operations Council Meeting with the Coordinated Operations Council Team.
- Discussion Meeting on the findings for the Pecan Library Renovation with the engineering company.
- Evaluate the Pest Control Service Bids with the Evaluation Committee.
- Evaluate the submissions for Fiscal Year 2022 Capital Improvement Proposal with the Assistant Director of Facilities Planning and Construction.
- 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.
- Fiscal Year 2021 Capital Improvement Proposals Evaluations with the Assistant Director for Facilities Planning and Construction.
- GoToWebinar - to discuss the Brownsville/Rio Grande Valley Flood Potential and Severe Weather Briefing with the National Weather Service representative.
- Microsoft Teams Meeting to review a case with the Director of Human Resources.
- Mid Valley Campus South Academic Building H storm damage inspection.
- Nursing and Allied Health Building A West Side Elevator to discuss refurbishment options with the elevator company.
- Pecan Campus Building M Generator Replacement meeting with the Manager of Facilities Planning and Construction.
- Pecan Campus Library Consultant Coordination Meeting to provide feedback on the renovation.
- President's Administrative Staff meeting to provide department updates with campus administrators.
- Regional Center for Public Safety Excellence Additional Chiller Installation 95% Plan Review and Discussion with the Manager for Facilities Planning and Construction.
- Review and Discussion meeting of the Revised COVID-19 Safety Protocols with the Vice President for Finance and Administrative Services.
- Safety Committee meeting to provide department updates with the Vice President for Finance and Administrative Services. (several meetings throughout the month)
- Walk through to review Revised Areas for Proposed Building H Temporary Library Operations with the Dean for Library and Learning Support Services.
- Zoom meeting with the Director of Human Resources.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus-
    - Ongoing plant replacement.
  - District Wide Campuses-
    - Completed kitchen hood cleaning.

- Completed municipal fire inspections, deficiency corrections have begun.
- Completed typical pest control issues and equipment rentals.
- Ongoing monthly irrigation inspections, Pecan left to go.

- Custodial Department:

Duties	Number of Requests
Set-Ups	248
Moves/Relocations	49

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	203	$5,425.10
Electrical	189	$7,079.03
Energy Management	50	$7,298.73
HVAC	105	$21,294.12
Locksmith	113	$2,473.13
Painting	33	$2,016.09
Plumbing	109	$6,541.50
Plant Services		$2,878.25
Total Cost		**$55,005.95**
General Maintenance	2	
Total Work Orders	**804**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Incident reporting portal with Informational Technology staff.
  - Loss runs for Property/Casualty Insurance and Student Insurance Request for Proposals with insurance vendors.
  - Mid Valley Campus:
    - Damaged contents for Building H with Purchasing Director and Distribution Manager.
    - Inspection and site visit on Property Insurance Claim for Building H with Insurance Adjuster.
    - Property Insurance Claim for Building H with College staff and Insurance Carrier.
    - Property Insurance Claim discussions for Building H with Insurance Adjuster.
  - Property/Casualty Insurance and Student Insurance Request for Proposals follow-ups with Director of Purchasing.
  - Property/Casualty Insurance and Student Insurance Request for Proposals with Director of Purchasing, Chief of Police, and Insurance Agent.
  - Property/Casualty Insurance and Student Insurance Request for Proposals with Risk Management Consultant.
  - Safety and Security Audit with Police Department staff.
- Vice President for Finance and Administrative Services:
  - COVID-19 Safety Protocols with Vice President for Finance and Administrative Services and Director of Human Resources.
  - Property Insurance Claim for Mid Valley Campus Building H with Vice President for Finance and Administrative Services, College staff, and Insurance Agent.

- Title IX Mock Hearing Training preparations with Vice President for Finance and Administrative Services and College staff.

- Human Resources Process Improvement:
  - Action plan items with Director of Human Resources and Staffing and Recruiting Manager.
  - Activation of People Admin supplemental questions with Human Resources Information Systems Manager.
  - Automation of Notice of Employment forms with College staff.
  - Current state process map for separation of employment with Human Resources staff.
  - Current state process maps for notice of employment process, resignation process, and direct wage with College staff.
  - Expanded sample selection data with Staffing and Recruiting Manager.
  - Hiring current state process map, hiring future state process map, and additional data with Staffing and Recruiting Manager.
  - Hiring process 2020 data with Staffing Assistant.
  - Hiring Process Improvement action plan items with Director of Human Resources and Staffing and Recruiting Manager.
  - Hiring process improvements with Director of Human Resources, Staffing and Recruiting Manager, Compensation Manager, and Accountability and Compliance Manager.
  - Hiring process with Compensation and Payroll Manager.
  - Position Request Form with Staffing and Recruiting Manager.
  - Resignation current process map with Human Resources Information Systems Manager and also with Staffing Specialist.
  - Separation of employment process for faculty with Faculty Staffing Specialist Evaluator.
- Records Management and Retention:
  - Air conditioning cooling conditions for Technology Campus Portables 7A and 7B with Facility Maintenance staff.
  - Banner Workflow Requests online backup with Applications Analyst.
  - Corrections for processed record retention boxes with processing vendor.
  - Disposal of convenience copies previously marked as records with processing vendor and Accountability and Compliance Manager.
  - Fire code ceiling clearance and floor layout for Technology Campus Retention Center with Space Management Specialist.
  - Purge shredding request for convenience copies with Human Resources Technician.
  - Record retention periods for inactive student accommodation records with Texas State Library Archives and Commission (TSLAC) Analyst.
  - Record retention periods for tax abatement records and construction checks with Business Office staff and Texas State Library Archives and Commission (TSLAC) Analyst.
  - Retrieving record retention boxes and nonstandard retention deviations for grant records with Institute for Advanced Manufacturing staff.
  - Shredding vendor invoices with variances updates with Accounting Group Supervisor and Senior Buyer.
- Title IX:
  - Cases Reviews with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Cases updates with Title IX Deputy Coordinator.
  - Hearing Panelists Mock meeting.
  - Mock Hearing Complainant Advisors discussion with Title IX consultant, Director of Human Resources, Compensation and Payroll Manager, and Assistant Professor of Criminal Justice.
  - Mock Hearing Training details with College staff.
  - Mock Hearing Training updates with Title IX consultant.
  - Office of Institutional Equity SharePoint webpage Title IX updates with Help Desk staff.
  - Title IX Mock Hearing Training.
- Trainings/Webinars:
  - Building Supportive Communities: Clery Act and Title IX training.
  - Preventing Harassment and Discrimination: Non-Supervisors training.

- Texas State Library and Archives Commission webinar on Records Management for Local Government.
- Workplace Conduct training.

- Other:
  - COVID-19 safety protocols with the Dean of Students.
  - COVID-19 updates for Coronavirus Information webpage with Web Specialist.
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Safety Team meetings.
  - President's Administrative Staff meeting.
  - Safety Committee Meeting.
  - Weekly huddle meetings with staff departmental staff.

PROJECTS IN PROGRESS:

- Insurance:
  - Damaged contents inventory list for Mid-Valley Campus Building H Property insurance claim.
  - Incident Reporting online website; Microsoft PowerApps Incident process test.
  - Irrigation meter leak for Regional Center for Public Safety Excellence campus.
  - Portable building incident for Regional Center for Public Safety Excellence campus.
  - Property/Casualty Insurance Request for Proposal.
  - Property insurance claim for Mid-Valley Campus Building H.
  - Safety and Security Audit.
  - Student Insurance Request for Proposal.
  - Workforce Student Accident Insurance Report.
- Human Resources Process Improvements:
  - 2020 hiring process data analysis.
  - Current state process map for direct wage notice of employment.
  - Current state process map for hiring employees.
  - Current state process map for resignation.
  - Current state process map for separation of employment.
  - Hiring current state process map and draft future state process map updates.
  - Hiring process improvement action plan revisions and updates.
  - Identification of the projecting impact and percentage decrease in delay time.
  - List of full-time staff board approved positions for tracking of receipt and review of job description.
  - List of full-time staff job descriptions
  - New Position Request Form notification.
  - Pareto chart based on the expanded sample selection of hiring process data.
- Records Management and Retention:
  - 2nd Records Management Newsletter.
  - List of revisions to record retention boxes labels.
  - Records Management Program Procedures updates.
  - Records Retention Inventory for Retention Centers.
  - Review RCI's revisions to the labels for record retention boxes.
  - Tax Abatement and Truth in Taxation records for Business Office.
- Title IX:
  - Agendas for Title IX Case Study meetings.
  - SB212 Quarterly Report draft for academic year 2020-2021.
  - Title IX Initial Assessment checklists, forms, and templates for higher education institutions.
  - Title IX Mock Hearing Training; email notices, event setup materials, packets, and agenda items.
  - Title IX Mock Hearing Training Attendance Acknowledgement Microsoft Form; reviewed recording.
  - Title IX updates:
    - Title IX Advisor List.
    - Title IX Case Status Report.

    - Title IX Closed Case Report.
    - Title IX Maxient Cases
    - Title IX Team Training Matrix.
    - Title IX Transition Action Plan.
- COVID-19:
  - COVID-19 Campus Safety Protocols.
  - Centers for Disease Control and Prevention (CDC) new guidance on COVID-19.
  - Face covering instructions for higher education institutions in response to Governor Abbot's Executive Order GA-36 and Centers for Disease Control and Prevention (CDC).
  - Key Notes from the Vice President for Finance and Administrative Services notice on COVID-19.
- 87th Texas Legislature Regular Session:
  - 87th Texas Legislature Regular Session Matrix updates.
  - Review of current Texas House Bills affecting higher education.
- Other:
  - 87th Texas Legislature Regular Session Matrix updates.
  - Safety Committee Meeting elements; agenda, minutes, and recommended actions.
  - 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 twenty (21) 1295 Forms with the Texas Ethic Commission.
- Attended May Finance Committee Meeting and Regular Board Meeting.
- Completed the Human Resources online trainings related to Preventing Harassment and Discrimination
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Participated in a TEAMS meeting with Accounts Payable in reference to a Chrome River vendor list.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared three (3) contract renewal vendor notification letters for the May 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 forty (40) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved eight hundred thirteen (813) online Banner requisitions.
  - Created or updated fifty-six (56) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved three hundred forty-one (341) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed eight hundred twenty-one (821) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted eight (8) new records and updated five (5) 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: 20-21-1047 Science Laboratory Supplies
    - Request for Proposals: 20-21-1048 Pest Control Services

    - Request for Proposals: 20-21-1049 Security Cameras
    - Request for Quotes: 21-011 District Wide Screening of Equipment at Starr County Campus
    - Request for Quotes: 21-012 Marketing Services for Competency Based Education
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 20-21-1050 Custodial Supplies
    - Request for Proposals: 20-21-1051 Request for Qualifications – Architectural Services Regional Center for Public Safety Excellence
    - Request for Proposals: 20-21-1052 Student Insurance
    - Request for Proposals: 21-22-1001 Property and Casualty Insurance
    - Request for Proposals: 21-22-1002 Childcare Services
    - Request for Proposals: 21-22-1003 Printing Projects
    - Request for Quotes: 21-011 District Wide Screening of Equipment at Starr County Campus
    - Request for Quotes: 21-012 Marketing Services for Competency Based Education
- Fixed Assets Department:
  - Reviewed all assets purchased since May 31, 2021 as follows:
    - Adjusted eight one (81) assets in Banner for the month of May.
    - Approved two hundred sixty-five (265) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed five hundred seventy-six (576) deliveries (purchase orders and complimentary books) and two thousand six hundred thirty (2,630) packages/boxes.
  - Completed twenty-one (21) faculty/staff moves in May.
  - Prepared ninety-eight pallets for auction purposes.
  - Prepared one-hundred forty-four (144) pallets of surplus for recycling purposes.
  - Received and posted five hundred fifty-six (556) purchase orders in Banner.
  - Transferred/relocated four thousand nine hundred sixty-three (4,963) 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 - $8,990.39
    - Financial Aid - $1,696.12
    - Library Services - $44.68
    - President's Office - $448.30
    - Research and Analytical Services - $34.02
    - Starr County Campus - $53.47
    - Vice President for Student Services - $1,981.58
  - Completed one hundred thousand seventy-five thousand nine hundred sixty (175,960) copies at the copy center for the month of May.
  - Mailed out a total of fifty-four thousand four hundred twenty-six (54,426) letters and of those three hundred fifty-five (355) 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 Resources Information System (HRIS):
  - Bi-weekly meeting with the Vice President of Finance and Administrative Services and the Human Resources Managers.
  - DocuSign Human Resources form implementation meeting one.
  - DocuSign Kickoff information meeting provided by the Information Technology department to inform the pilot group of the application.
  - DocuSign kickoff meeting provided by the DocuSign implementation group.

- Human Resources announcement meeting where the 2021-2022 Faculty Handbook modification and other general updates and the mission statement were discussed.
- Human Resources Departmental meeting where the new Covid-19 facemask rules were discussed.
- Interviewed the Full-time temp Record Technician candidate.
- Meeting with the Director of Human Resources to discuss HRIS issues and projects.
- Meeting with the NEOGOV implementation group to discuss the requirements for the user information.
- Microsoft Teams training one provided by the staff of HRIS (Human Resources Information System) staff member.
- Microsoft Teams training two provided by the staff of HRIS (Human Resources Information System) staff member.
- Monthly BUG's (Banner User Group) meeting.
- NOE (Notice of Employment) automation of hybrids and special assignments meeting with the Human Resources, Business Office, and Academic Affairs department staff to discuss what and if this automation was required. The idea was dismissed since FLAC (Faculty Load and Compensation) module has already provided the automation.
- One-time payment implementation testing with Human Resources and Business Office Payroll teams.
- Page Builder – PDR MS Teams meeting. This is Information Technology (IT) initiated series of projects to upgrade the old application software and to build it in the new Page Builder application. The PDR process is one of the applications that is scheduled to be updated. Information Technology (IT) showed us the mock-up of the new app.
- Page Builder – Sick Leave Pool application upgrade MS Teams meeting.
- Project status meeting with the Vice President of Finance and Administrative Services and the Business Systems Analysts of Business Office and Financial Aid and some of the Directors of the Division.
- Retention rooms rearrangement meeting with the Director of Human Resources, Human Resources Benefits Manager, and Human Resources Information System teams.
- South Texas College and PowerSchool (PeopleAdmin) Re-engagement meeting where the plan of action was discussed and agreed upon.
- South Texas College and PowerSchool (PeopleAdmin) weekly call for part-time employee implementation.
- Webinar Purchasing Enterprise Systems Through E&I Contracts sponsored by Workday, the Enterprise Management Cloud Software company. (E&I is the largest, member-owned, non-profit purchasing cooperative serving the needs of education)
- Webinar: Analytics – A Key Step to Decision Making in Higher Ed sponsored by People Tech Group.
- Weekly NOE process mapping meetings.
- Weekly Resignation Process mapping session where current procedures were mapped.
- With the Director of Human Resources and Record Technician to discuss the new filing room arrangements with the Benefits group.
- With the Human Resources Director and Human Resources Managers and reviewed the status of Information Technology (IT) projects requested by Human Resources.
- With the Human Resources Director and Human Resources Staffing and Recruiting Manager to discuss the PeopleAdmin upgrade plans.
- With the Human Resources Director, Human Resources Staffing and Recruiting Manager, and Human Resources Information Systems team to discuss the EverFi training application procedures.
- With the Vice President of Finance and Administrative, the Director of Human Resources and Human Resources Information Systems workflow specialist to demonstrate the new Work from Home application upgrade and to get the approval for publishing it o our live site.

- <u>Payroll/Compensation:</u>
  - 9-month Letter of Appointment and Launch dates via Teams to assist Human Resources Staffing on creating an action plan to send non-nursing Letter of Appointments with Applications Analyst II, Human Resources Faculty Specialist/Evaluators, Staffing and Recruiting Manager and Compensation and Payroll Manager.
  - Active Employees with No Jobs Clean-up Process Meeting to review and provide feedback and explain the fields of a report from Human Resources Information Systems to mass populate the terminated

employees with the Human Resources Position Control/Payroll Specialist and Compensation and Payroll Manager.

- Announcement Meeting via Teams for current important updates with the Office of Human Resources.
- Compensation Database Meeting for training on the use of the database with Compensation Specialist and Compensation and Payroll Manager.
- Compensation Review Meeting with Vice President of Finance and Administrative Services and Compensation and Payroll Manager.
- Complainant Advisor Meeting via Teams with Consultant to discuss last minute questions before the Title IX Mock Hearing with required team members.
- Conference call meeting regarding the criteria for newly Board approved one-time payment with Vice President of Finance and Administrative Services, Comptroller, Compensation and Payroll Manager, Compensation Specialist, and Human Resources Position Control/Payroll Specialist.
- DocuSign Kickoff Call Meeting via Teams with DocuSign Representative to bring an overview of the functionality of DocuSign and how the implementation process will be handled with Information Technology, Business Office, Financial Aid, and Office of Human Resources.
- DocuSign Pre Kickoff Meeting via Teams on how the DocuSign application will work and discussion of leads for each area with the Information Technology Department, Business Office, Financial Aid and the Office of Human Resources.
- Ellucian Consultant Meeting via Teams regarding the Banner setup for the Board approved one-time payment with Business Office and Human Resources Payroll Staff.
- Face Mask Requirement Updates Meeting via Teams to address the usage of mask updates with the Office of Human Resources.
- Faculty Deadline Meeting via Teams to discuss Human Resources sections needing updates with the Compensation and Payroll Manager, Benefits Manager, and Staffing and Recruiting Manager.
- Human Resources Bi-Weekly Meeting via Teams for updates from Human Resources Managers with the Vice President of Finance and Academic Affairs.
- Human Resources Department Teams Training via Teams to learn and explore the usage of Microsoft Teams.
- Human Resources Statement Meeting via Teams to discuss updating the mission statement for the Office of Human Resources.
- Information Technology-Human Resources Projects Meeting via Teams to review project list held by the Office of Human Resources with Human Resources Managers.
- Notice of Employment for Hybrids and Special Assignments via Teams to consider adding the DocuSign software to assist with the automation process with Academic Affairs, Information Technology, Business Office and the Office of Human Resources.
- Notice of Employment Process Mapping Meeting for mapping the direct wage Notice of Employment process for purposes of automating the process with the Office of Human Resources and Accountability, Risk, and Compliance Department.
- Nursing and Allied Health Letter of Appointment Meeting via Teams to discuss the timing of when the Letter of Appointments will be issued and template format with Dean of Nursing, Interim Vice President of Academic Affairs, Staffing and Recruiting Manager, and Compensation and Payroll Manager.
- Office of Human Resources Mission Statement Meeting via Teams to review and edit statement with Compensation and Payroll Manager and staff.
- One-Time Payment for Regular and Full-Time Employees Meeting via Teams to address the upcoming payment from the Board with Human Resources Payroll Department and Compensation and Payroll Manager.
- One-Time Payment Position/Budget Meeting via Teams to discuss any new positions needing to be created for the purposes of restricted accounts with the Business Office and Office of Human Resources.
- One-Time Payment Testing Meeting via Teams to prepare for the upcoming payment from the Board with Business Office and Office of Human Resources.
- Page Builder for the Payroll Distribution Report Meeting via Teams to discuss the new set ups in JagNet with Information Technology and Human Resources Payroll Staff.

- Position Control Process via Teams to discuss opportunities on handling the position control process with the Office of Human Resources and Business Office.
- Position Pools Meeting via Teams to assist and explain process of creating new positions/pools with the Director of Centers for Learning Excellence, Human Resources Payroll Specialist and Compensation and Payroll Manager.
- Position Report Meeting to update the current position report to be used for the FY2022 Staffing Plan Draft with Compensation Specialist and Human Resources Position Control/Payroll Specialist.
- President's Administrative Staff Meeting via Teams for discussion of updates and necessary COVID 19 current changes.
- Resignation Notice – Process Map Meeting via Teams for mapping the resignation process for purposes of automating the process with the Office of Human Resources and Accountability, Risk, and Compliance Department.
- State Employee Charitable Contribution Campaign Meeting with United Way for monthly updates.
- Title IX Mock Hearing Meeting at the Cooper Center all day training.
- Title IX Mock Hearing Training – Complainant and Complainant Advisor's Meeting via Teams for preparation of the upcoming mock hearing with required team members.
- Title IX Mock Hearing Training Premeeting via Teams to update everyone on the Title IX Mock Hearing with Consultant and required team members.

- <u>Staffing:</u>
  - Audit Response with Human Resources Specialists/Evaluators and also with Human Resources Staffing Specialists/Evaluator and Staffing and Recruiting Manager.
  - Automation of the Notice of Employment process for hybrids and special assignments with Human Resources Information Systems Manager, Staffing and Recruiting Manager, Interim Vice-President for Academic Affairs, Chief Information Officer, Vice-President for Finance and Administrative Services.
  - Bi-Weekly meeting with Vice-President for Finance and Administrative Services and Human Resources Managers.
  - Current State of Hiring Process with Director of Accountability, Risk, and Compliance and the Accountability and Compliance Manager, and Staffing and Recruiting Manager.
  - EVERFI contract with EVERFI Account Representative and Staffing and Recruiting Manager on GoToMeeting.
  - EVERFI training assignment with Human Resources Information Systems Manager and Staffing and Recruiting Manager.
  - Face Mask Requirement updates with Employment Relations Officer and Human Resources Personnel.
  - Handbook Faculty section with Staffing and Recruiting Manager.
  - Hiring process for the Centers for Learning Excellence with the Director Centers for Learning Excellence and Centers for Learning Excellence Specialists, on TEAMS.
  - Human Resources statement with Human Resources Managers.
  - Information Technology projects for the Human Resources department with Staffing and Recruiting Manager.
  - Intent to Re-hire form and Vice-President for Academic Affairs Memo with Executive Administrative Assistant.
  - Internal I-9 forms Audit with Staffing Specialist and Human Resources. Assistants.
  - Job descriptions with Staffing Specialists.
  - Mapping of Notice of Employment process with the Director of Accountability, Risk, and Compliance and the Accountability and Compliance Manager, and Staffing Specialists on a weekly basis.
  - Nine-month Letter of appointment and launch dates with Compensation and Payroll Manager and Staffing and Recruiting Manager.
  - PeopleAdmin features with Staffing and Recruiting Manager.
  - PeopleAdmin reimplementation planning with PowerSchool Representatives, Human Resources Information Systems Manager, and Staffing and Recruiting Manager.
  - Resignation Process mapping with Director of Accountability, Risk, and Compliance and the Accountability and Compliance Manager, Human Resources Staffing Specialists, Human Resources Information Systems Manager, Staffing and Recruiting Manager on TEAMS.

- Response to email on Nursing and Allied Health Faculty summer extensions with Staffing and Recruiting Manager.
- Search committee guidelines on PowerPoint with Staffing Specialists.
- Signature and approval of pending items with Staffing and Recruiting Manager.
- Summer extensions Letter of Appointment review with Staffing and Recruiting Manager, and Project Manager for Academic Affairs.
- TEAMS training on TEAMS features with Human Resources Information Systems team.
- Title IX Mock Hearing Training.
- Trainer Guidelines meeting with Staffing and Recruiting Manager.
- Training for new staffing specialist.
- Transfer of Position Control process with Associate Comptroller, Comptroller, Accounting Group Manager, Accountant, Compensation and Payroll Manager, Compensation Specialist, and Staffing and Recruiting Manager on TEAMS.

- Benefits:
  - ADA meeting with Benefits Specialist.
  - Departmental TEAMS training.
  - Interviews for Assistant Director of Human Resources.
  - Meeting with Business Office to discuss the changes in Teacher Retirement System Reporting Grace Period.
  - NOE Process Mapping meeting.
  - One Time Payment Testing meeting.
  - PageBuilder meeting with IT regarding Sick leave Pool site upgrade.
  - Ready, Set, Retire! - Regular Service Employees Webinar.
  - Resignation Process Mapping meeting.
  - Teacher Retirement System Higher Ed Members meeting.
- Employee Relations (ER):
  - "Ethics, Policies and the meaning of Human Resources" hosted by Society for Human Resource Management.
  - Agenda for Title IX Mock Hearing Training.
  - Employee and student related matters with Behavioral Intervention Team.
  - Follow up with employees related to Texas Workforce Commission (TWC) of potential fraud.
  - Human Resources related matters with Vice President for Finance and Administrative Services.
  - Instructional Technology projects with Office of Human Resources.
  - Junior College Audit Report and checklist.
  - Notice of Employment process mapping and workflow development.
  - Policies and procedures concerning departmental issues regarding employees with supervisors.
  - Policies and procedures concerning departmental issues with employees.
  - Potential Texas Workforce Commission (TWC) fraudulent claims with impacted employees.
  - Resignation Notice process mapping and workflow development.
  - Review of active complaints received with the Director of Human Resources.
  - Role of respondent for South Texas mock hearing with Strategic Risk Management Solutions Consulting.
  - Safety Teams meetings.
  - Telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
  - Update to face mask requirements.

PROJECTS IN PROGRESS:

- Human Resources Information System (HRIS):
  - (Separation from College) Resignation/Retirement Procedure Update and Workflow Automation. The current state is in the process of being mapped for all instances. When the current state is completed, the future state will be mapped.
  - Analytics Reporting as requested and for Data entry validation

- Banner and Office 365 Automation Connector – Proposal approved by the Vice President of Finance and Administrative Services and submitted a request to Information Technology (IT) and the proposal added to the BUG's meeting.
- New ERP (enterprise resource planning) system research. Communicating with Oracle Cloud and Workday vendors and setting up demos and receiving information and documentation.
- NOE (Notice of Employment) Procedure Update and Workflow Automation. The current state of the Direct Wage process is mapped. Next in the schedule is the mapping of the Trainers.
- Records Document Digitization/Purge – we should have approximately 30 boxes ready to be purged by the next disposal date.
- Retention Procedures Update with the Accountability risk and compliance department.
- Standardization of Reports and Analytics Procedures. HRIS (Human Resources Information Systems) is updating the reports in line with the process mapping to allow the users access to information in moments.

- Staffing:
  - Adding part-time Faculty and Staff applications to PeopleAdmin.
  - Assignment and review of EVERFI trainings.
  - Automation of Notice of Employment for Part-time Staff.
  - Automation of Reference Checks for Full-Time Staff positions.
  - Automation of Resignation Process for Full-Time and Part-Time Faculty and Staff.
  - College-Wide Job Description Review in preparation for Performance Management through PeopleAdmin.
  - Current and future state of Hiring Process improvements for Full-Time Staff.
  - Electronic version of Staff Posting Request form, preparing college-wide notice.
  - I-9 internal audit.
  - Launched electronic version of Intent to Re-Hire/Memo form.
  - Letter of Appointment release via JagNet for nine-month faculty.
  - Letter of Appointment release via JagNet for Nursing and Allied Faculty.
  - Manual Letter of Appointment submission.
  - PeopleAdmin re-implementation process review.
  - Search Committee Pool guidelines and trainings for launching.
  - Trainer guidelines updates on education and experience.
- Payroll/Compensation:
  - Assisting Human Resources Staffing with the Faculty Letter of Appointments issuance.
  - Board approved one-time payment for eligible employees, including on the effective dates, e-classes and position updates/creation for restricted funded employees.
  - Evaluating applicants for the Human Resources Payroll Specialist (Full-Time Temporary) position.
  - FY2022 Pay Plan Draft, unrestricted, auxiliary, and restricted for Business Office.
  - FY2022 Staffing Plan Worksheets for Cabinet review.
  - Salary Review.
  - Setting up the Summer Term Schedules in Banner for the Faculty Load and Compensation.
- Benefits:
  - Clearing of Suspended Records for the Teacher Retirement System of Texas Regular Payroll report for the month of April.
  - Conducting interviews for Benefits Specialist posting.
  - Creating Magic Report for the month of May.
  - Employee Retirement System 1% Report for the month of May.
  - Employee Retirement System Reconciliation Report for the month of April.
  - Exit documentation for S4 faculty.
  - Monthly and Semi-Monthly payrolls for the month of May.
  - Processing Promissory note for overpayments.
  - Providing appropriate documentation and responses to internal auditor regarding the Teacher Retirement System Audit.
  - Researching Family Medical Leave tracking programs.

- Reviewing ACA hours eligibility for Teacher Retirement System and Benefits.
- Revisions on Institutional Grants and Sabbatical Leave guidelines for the Faculty Handbook.
- Securian Life Insurance Agency Verification Requests.
- Submission of Sign Language Interpreter requests.
- Teacher Retirement System adjustments, including Employee Demographic 40's and Teacher Retirement System employee eligibility status & activated benefit code for new hires in PDADEN.
- Teacher Retirement System of Texas Employment After Retirement report for the month of April.
- Teacher Retirement System Service Verification Forms.
- Two new hire orientations.
- Updating Employee COVID-19 Matrix.

- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
- Systems/Reporting:
  - Visio charts:
    - Published: 1
    - Updated: 1
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 25
    - Resolved: 21
    - Currently Open: 8
  - PeopleAdmin Issues:
    - Assigned: 1
    - Resolved: 1
    - Currently Open: 0
  - EverFi Issues:
    - Assigned: 1
    - Resolved: 1
    - Currently Open: 0
- Report Development:
  - Worked on 17 reports this month:
    - 9 – Internal Report Requests
      - ⇒ 2 Human Resources – Director of Human Resources
      - ⇒ 4 Human Resources – Payroll
      - ⇒ 1 Human Resources – ERO
      - ⇒ 2 Human Resources – Staffing
    - 8 – External Report Requests
      - ⇒ 4 Executive Director for Resource Development, Management and Compliance
      - ⇒ 3 Finance and Administrative Services – Vice President
      - ⇒ 1 Business Office

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	292	41	TWC Claims	132	10
Fingerprints	83	16	Open Records Requests	6	0
DPS Driver Eligibility Checks	48	0			

HRIS			
Type of Access Provided	Added	Modified	Removed
• Human Resources - Administrative Assistant			
• Human Resources – Assistant		1	
• Human Resources – Benefit Specialist			
• Human Resources - Benefits Specialist (DW)			
• Human Resources - Employee Relations Officer			
• Human Resources - Employee Relations Specialist			
• 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	1		
• Human Resources - Staffing Specialist			
• Human Resources – Work-Study			
• Human Resources – Managers/Directors			
• FLAC - Users	3		5
• FLAC - Schedulers - Project Managers - Admins			
• External Users - Business Office			
• External Users - Police Department			
• Auditors	2		
Total Count	6	2	6

Staffing/Staffing Support (Staff)	**Count**
Position requests	14
Job Descriptions reviewed and approved	10
Positions posted	18
Positions reposted	3
Positions extended	8
Positions canceled	6
Search committees' forms requested	5
Search committees assigned	23
Hiring proposals reviewed (HR Staffing Review workflow)	20
Job offers	20
New Hire Email Notifications	
Full-time staff	18
Part-time staff	25
Trainers	1
Positions filled	17
PeopleAdmin user updates	18
Advertisements placed (Monitor, Town Crier, etc.)	2
Resignations/Terminations	
Full-time staff	21
Part-time staff	14

Staffing/Staffing Support (Staff)	Count
Full-time temporary staff	0
Part-time staff (WS)	1
Part-time staff (DW)	80
Trainers	161
Temporary Agency Employees	
Request	2
Replacements	1
Assignment Extension	5

Faculty Staffing	Count
Position requests w/job descriptions	10
Positions posted	3
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	3
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	0
Review Adjunct/Dual Credit applications	0
New Hire Email Notifications:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Positions filled	0
PeopleAdmin user updates	2
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	0
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	9
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	2

Faculty Staffing	Count
Credentials entered in credential database Faculty/Staff	10
Vacancy Reports completed NOE course and Rate Review	0
Educational Supplements (Review, log, memo, send to payroll and faculty)	10
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	84
E-Verify:	
Cases submitted	23
TNC cases	1
Form I-9:	
Banner entry/updates (PEAEMPL)	23
Requests:	
Name changes	1
Revisions	14
Updated employment authorization documents	0
Emails for expiring documents	3
Applications:	
Processed Online	223
Processed Paper	62
Postings:	
Closed (Online)	17
On Boarding:	
New Hires	13
Transfers	13
Returning	2
Adjunct	0

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	56
Record Requests: External	7
Records Filed (by page)	822
Files Scanned & Indexed	949
New Hire/Active Personnel Files Prepared	0
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	8
Files Audited (by Records)	51
Special File Requests (HR Director, Auditor, etc.)	1
WFH - Activity Reports Received and Logged	421

Employment Reference Checks Logged	6
Active Files Moved to Termed (personnel/transcript)	2
"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	V2 completed - approved.
WFH Automation – Index to Xtender	Under Review

Benefits	**Count**
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	4
Internal Transfers	9
Benefits Credits/Collections	1
TRS ED Records reported	200+
TRS RR Records reported	15
TRS Prior Yrs. of Svc Verifications	0
Texa$aver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	1
Exits	
Staff (Direct Wage, Part Time)	9
Full Time	8
Retirees	
FMLA Requests	4
New	7
On-Going Cases	8
Closed	
FMLA Intermittent Requests	2
New	13
On-Going	0
Closed	2
Approved Leave of Absence	
New	0
On-Going	0
Closed	1
Workers Compensation Claims	
New	4
On-Going Cases	5
Closed	8
Tuition Reimbursement Applications Processed	
Tuition Reimbursement Applications ready for payment	
Tuition Grant Applications	

Benefits	Count
Employee	20
Dependent	4
Promissory Notes	1
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	3
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	3
ERS Changes	3
Vacation Settlement Worksheets	12

Payroll	Count
PDR Notifications	225
Direct Deposit Transactions	5
Full Time	14
Direct Wage/Work Study/Trainer	10
Resignations	
Full Time	10
Direct Wage/Work Studies	1
Garnishments	51
State Charitable Deductions	81
TXOAG Reporting	20
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	
Address Changes	1
Form W-4 Changes	22
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	35
TWC	1
Letters sent	3
Phone Calls	20
Cell Phone Stipends	3
Adjunct Leave Forms	0
NOE	0
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	1
Direct Wage	40
Work Study	5
Adjunct	10
Overload	51
FLAC Dual Credit assignments reviewed	4

FLAC entries reviewed and applied	1
Trainers	307
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	5
Faculty Special Assignment Other	0
Faculty Classification Changes	0
Special Assignments	24
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	12
Staff Special Assignment	1
Large Class Payments	0
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions:	2
Approvals	14
Hiring Proposals	21
Payroll Worksheets	11
Move Request Updates	28

Report Development

Internal Reports

- Continue to update the current and vacant faculty positions for the FY2022 staffing plan report.
- Provided the updated preliminary staffing plan FY2022 to Business Office.
- Provided a list of all employees on the April 2021payroll register who were also on the December 2020 payrolls for the initial testing of the one-time payment to employees.
- Provided a list of all employees with an active assignment on May 3, 2021 and had also received a paycheck in calendar year 2020. The list was first sent to each Human Resources Payroll Specialists for review of the employee classes they process.

External Reports

- Monthly online Department of Labor employee count on the payrolls for May was 2,259 – submitted online.

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:	JUNE 16, 2021
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2021 – MAY 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended weekly Cabinet meetings
- Held several meetings with Academic Leadership Team and Division Deans
- Crisis Management Team Meeting, May 3
- Meeting to discuss SACSCOC Approval Process of CBE Programs, May 3
- Attended Coordinated Operations Council Meeting, May 4
- Meeting with HR, May 4
- Interviewed recommendation for Music Department Chair, May 4
- Met with PR and Student Affairs team to discuss enrollment, May 5
- Met with Academic Initiatives Officer to discuss the IE Plan for the OVPAA, May 6
- Met with PR and Student Affairs team to discuss webpage inquiries, May 5
- Hosted the Dual Credit Taskforce Meeting, May 7
- Attended President's Administrative Staff Meeting, May 7
- Meeting to discuss NOE automation for hybrids and special assignments, May 10
- Attended Special Meeting of the Board, May 11
- Attended Logistics meeting for Spring Commencement Ceremony, 12
- Discuss presentation logistics for upcoming Leadership Meeting, May 12
- Participated in Spring Commencement Ceremony, May 15
- Held interviews with prospective BPST Division Chairs to discuss expectations, May 17
- Attended the Education and Workforce Development Committee Meeting, May 17
- Participated in meeting to discuss data needed for Carl Perkins Grant, May 18
- Participated in meeting to discuss hiring nursing faculty, May 18
- Meeting to discuss OER development with Dean of Distance Learning, May 19
- Facilitated Academic Affairs Leadership Team Meeting – The Oz Principle, May 20
- Meeting with HR to discuss summer teaching, May 20
- Meeting with Learning Outcomes Director to discuss Active Learning Classrooms, May 27
- Met with OPOD to finalize Faculty awards and recognitions, May 27
- Review of Dual Credit Impact- SACSCOC Substantive Change meeting, May 27

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring Summer and Fall 2021 semester course offerings
- Continue working with Deans to develop a list of departments that will go through review for possible workforce reduction for Fall 2021
- Monitoring the budgets for the instructional pools for FY 21
- Working on the Budget and Staffing Plan for FY22
- Finalizing Academic Affairs Institutional Effectiveness Plans and Comprehensive Operational Plans
- Worked on the Graduation Ceremony agenda for the Retiring Faculty Recognition
- Working on updating FY22 Faculty Handbook
- Working on updating FY22 Pay Plan
- Distributing Academic Affairs medallions and certificates to retiring faculty
- Distributing League of Innovation medals and certificates to recipients
- Onboarding Shannon Perales as the new Starfish Administrator
- Worked on the NAH letter of appointment for the summer extensions of faculty
- Met with IT and HR to discuss automation of NOEs for direct wage and work studies
- Signed various Articulation Agreements between STC and partnering higher education institutions
- Working on updating the action plan for the AA major priorities (COP)
- Working with HR to update Summer Hiring processes
- Working with HR to review faculty access cutoff related to assignment end date

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

DIVISION DEAN'S REPORT:

- Meeting with new Emerging Technology Simulation Specialist, May 3
- Review of revised floor plan for the shooting range at the RCPSE, May 3
- SACSCOC Approval Process for offering CBE courses meeting, May 3
- Meeting to discuss Image House requirements, May 3
- Coordinated Operations Council meeting, May 4
- Meeting with Edinburg CISD regarding JET Grant, May 4
- Meeting with PR department to discuss artwork proposed by Imagehouse, May 4
- Live Demonstration of new Fire Vehicle, May 5

- Attended and viewed Chef talking and cooking demo, May 5
- Adams State University Meet & Greet virtual event for introduction of mentors and mentees, May 5
- Enrollment meeting with VP Matt Hebbard, May 5
- Technology Campus Walk-through for discussion of Master Plan, May 5
- BPST Division and Campus Updates Meeting, May 6

- Orientation meeting with Starfish Administrator, May 6
- Meeting and discussion regarding websites and program inquiries, May 6
- JET Grant discussion and update on grant proposal, May 6
- Update with Cosmetology Program Developer regarding estimated costs, May 7
- Grant support meeting with Academic Initiatives and Project Officer, May 7
- President's Administrative Staff meeting, May 7

- Hooding ceremony with Weslaco CTE Early College High School graduates, May 7
- JET Grant review of Juarez Lincoln High School Welding Lab, May 10
- Fire car simulator training fee meeting, May 10
- Technology Campus Building A & B walk through and discussion, May 10
- Edinburg ISD Tour of BPST Programs at the Technology Campus
- Deans meeting, May 13
- LRGV-AIA Golf Tournament Recap, May 13

- End of semester lunch for Program Chairs, May 14
- Building Construction Trades Grant review, May 14
- Science Academy Welding Lab visit, May 14
- Graduation, May 15
- Meeting with PR to discuss Marketing for CTE programs, May 17
- City of Pharr Police Memorial Ceremony, May 17
- FY2021 Capital Improvement Proposals meeting, May 18
- Inside Track Update, May 18
- Technology Campus Building A and B Master Plan Review, May 19
- Academic Affairs Leadership Team Meeting, May 20
- Visit to Delmar College for Cosmetology Program, May 21
- Meeting to discuss Fire Training vehicle fees, May 24
- Meeting to discuss Master Plan at Technology Campus with additional departments, May 24
- Partnership Coalition Meeting, May 25
- SACSCOC Policy Regarding CBE courses, meeting and discussion, May 25
- STC Visit to South Texas ISD Science Academy Labs, May 25
- Pharr EDC Foundation Board meeting, May 25
- Summer Camps meeting, May 26
- CIP Evaluations for FY22 with Facilities, Planning, and Construction, May 26
- VR Lab Equipment Checkout Process/Procedures Meeting, May 26
- Perkins Application Revisions meeting, May 26
- Pre-qualification conference for architects for RCPSE projects, May 27
- Staff Performance Appraisals, May 27
- Meeting and Tour with Edcouch Elsa ISD at the Mid Valley Campus, May 28

Project Manager

- Meeting with Emerging Technology Simulation Specialist, May 3
- Discussion for Image House Marketing for BPST CTE Programs, May 3
- BPST & Grant requirements for Image House Marketing, May 4
- Welding Simulators Discussion with IT, May 4, 2021.
- Meeting with PR to address BPST/ Grant requirements, May 4
- Fire Car Demos at RCPSE, May 5
- Meeting for Virtual Fair and Fall Program Fair, May 5
- Division of Business, Public Safety and Technology Monthly Meeting, May 6
- Radius Overview Training, May 6
- Webpage Program Inquiries Meetings, May 6
- Grant Support Meeting with Office of Academic Affairs, May 7
- ESMI Analyst Training, May 7
- Fire Car Simulator Training Fee Meeting, May 10
- Promotional Material Meeting with Computer Advanced Technologies Program, May, 11
- Perkins Application FY22 Meeting with Academic Affairs Liaison, May 12
- Edinburg CISD Tour Presentation of Technology Programs, May 13
- Office Administration Labs Discussion with Faculty of Office Administration, May 14
- CTE Marketing Meeting with PR, Monday, May 17
- City of Pharr Memorial Ceremony with STC Regional Center for Public Safety Excellence, May 17
- Perkins Application-CLNA Goals FY22, May 18
- Inside Track Update, May 18
- Microgrant Status Meeting, May 20
- Technology Campus Digital Signage Content with PR, May 20
- Youth Camps Logistics Meeting, May 20
- VR Lab Walk-through -Welding Simulators, May 21
- Perkins Basic Grant with Academic Affairs Project Managers, May 21
- Meeting with BPST Dean to discuss Faculty Internship Process, May 24

- Meeting to discuss Fees for Fire Car, May 24
- Meeting with Student Activities to discuss Technology Campus Master Plan, May 24
- Meetings to discuss Summer Initiatives "Registration Boil Bash", May 24
- Architectural and Engineering Design Technology, May 25
- Summer Camps Meeting with BPST Programs, May 26
- VR Lab Equipment and Checkout Process/Procedures, May 26
- Perkins Applications review with BPST Dean, May 26
- Office Administration Lab Meeting with Program Chair, May 27
- Meeting to Discuss Technology Campus Master Plan with IT Programs, May 27

Director of the Regional Center for Public Safety Excellence

- Emailed Fire Chiefs on fire car Promo, coordinate media release, contacted facilities for use of chairs, contacted security for assistance on parking, May 3
- Submitted Updates and weekly report, May 3
- Contacted Vendor on another project regarding update on another training item being purchased, May 3
- Meeting with facilities on the Indoor Range Project, May 3 & 18
- Updates provided to BPST Dean, May 4
- Edinburg ISD P.D. asking for training information on Firearm Simulator, May 4
- Space modification form for CLE, May 4
- Contacted STC P.D. for training assistance for demo on fire arms simulator, May 4
- Fire Car demonstration to fire agencies, May 5
- Meeting with Collin College on Fire Car fees, May 17
- Contacted FBI LEEDA on training fees for classrooms, May 17
- Coordinated meeting with facilities on Indoor Range, May 17
- Police Memorial Event at RCPSE, May 17
- Reviewed fees for fire car by Spec Asst. to the President CE, May 18
- Submitted IE plan, May 18
- Contacted Fire Training Coordinator for McAllen fire on collaborating with training, May 18
- New vendor for training interested in bringing training to RCPSE, May 18
- Meeting with applicant for Fire training assistant, May 18
- Contacted Business Office on RCPSE P.O.'s, May 19
- Contacted Border Patrol on new training, May 19
- Contacted H.R. on trainer pay, May 19
- Obtained quote for fire uniforms to be used by trainers, May 19
- Meeting with applicant for fire trainer assistant, May 19
- Revised quotes on fire uniforms for RCPSE trainers, May 20
- Meeting Border Patrol inquiring on upcoming training, May 20
- Received new COVID updates, May 20
- Provided information on a safety audit at RCPSE by facilities, May 20
- Revised Fire Car fees, May 21
- Completed the annual Inventory audit for RCPSE, May 21
- Meeting discuss fire car fees, May 24
- Meeting with vendor fire uniforms for fire trainers at RCPSE, May 25
- Contacted instructor discuss class for telecommunicators, May 25
- Contacted STC testing center testing dates for STC police academy and state exam, May 25
- Reviewed minor damage to PB3 with risk management, May 25
- Meeting with STC Digital Service Manager and staff regarding new training web page, May 26
- Meeting with trainer on upcoming training curriculum, May 26
- Meeting updating Contract Training Agreement with outside trainer, May 26
- Update on minor repairs with fire car company, May 26
- Coordinating training with the district attorney's office at RCPSE, May 26
- Meeting with facilities on current projects at RCPSE, May 27
- Obtained information on firearm simulator expiration date and warranty renewal quote, May 27

- DPS Inservice training at RCPSE, May 27
- Contract Training Agreement (CTA) completed by STC Contracts Manger regarding outside trainer, May 27
- DPS Inservice training completion, May 27
- Approved several requisitions for fire training equipment, May 27

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended May Council of Chair meeting representing the AMT program, May 4
- BPS&T Division & Campus update meeting for AMT program, May 6
- Provided Faculty Learning Community training for Dual-Enrollment instructors from Vanguard, Mission Veterans, Weslaco ECHS, and Rio Grande High School. The training focused on 5-axis machining, May 7
- Attended Cinch Academy update at Cinch Connectivity focusing on developing workplace skills for students in CAPSTONE courses, May 11
- Assisted in AMT lab tour for Edinburg ISD and provided packets for attendees, May 13
- Attended STC Virtual Program fair representing AMT program with a booth each day of the week, May 17-21
- Held promotional video shoot with Carl Zeiss Technology. The video shoot focused on student success stories and the use of Zeiss' Coordinate Measuring Machines at the college and in industry, May 26
- Began work on branding irons for Culinary Arts & Welding programs, May 28

Architectural & Engineering Design Technology

- Department Chair and instructor participated in the AEDT Faculty Search Committee Meeting, May 3
- Chair and Assistant Chair attended a meeting with new Emerging Technology Specialist and AEDT Lab Assistant, May 3
- Researched and requested quotes for JET Grant equipment requests, May 3
- Geospatial Engineering Technology Program Development - reviewed notes and comments from Curriculum Department and BPST Dean, May 3
- May Council of Chairs, May 4
- Worked with Assistant Chair and DBT (Design and Building Technology) Chair to finalize VR lab survey for Perkins reporting, May 5
- Submitted final Technology Campus Evacuation Plans to Dean's office, May 5
- Submitted STC Virtual Program Fair schedule and meeting links to Dual Office, May 5
- Chair and Assistant Chair attended BPST Division and Campus Updates, May 6
- attended JET Grant meeting, May 6
- Worked with Instructional Designer to update AEDT faculty ICC and OTC compliance, May 6

- AEDT Departmental meeting, May 7
- Chair and Associate Professor attended The Ultra Transition Chair Leadership Perspectives, May 7
- Faculty attended the AEDT VR Training meeting, May 7
- Chair and Assistant Chair participated in the Perkins Lending Library interview for STC News article, May 10

- Started request process for Perkins AEDT Faculty Internship, May 10
- Department Chair and Assistant Chair attended JET Grant Equipment meeting, May 10
- DCF applicant interview scheduled with Dual Office, May 10
- BPST VR Lab Training, May 10 & 11
- Program Development meeting with Curriculum for Geospatial Engineering Technology program, May 12
- Worked on AEDT Lab Assistant Search Committee, May 13
- Scheduled meeting with WISD Dual Faculty, May 13

- AEDT participated in the Edinburg CISD Tour of BPST Programs, May 13
- BPST Program Chair end of semester Lunch meeting, May 14
- AEDT TwinMotion VR training/exploration, May 14, May 14
- AEDT Drone Training, May 14
- STC Virtual Commencement Ceremonies, May 15

- Department participated in the STC Virtual Program Fair, May 17-21
- AEDT End of Semester Lunch and Meeting, May 17
- Reviewed Guidelines for Merged Online Sections, May 19
- Summer faculty internship coordination with faculty and BPST project manager, May 20
- Discussed Apprenticeship and CBE developments with BPST project manager to coordinate and submit request for special assignments for AEDT faculty, May 20
- Communicated with DC faculty pending JagPride reporting, May 20
- AEDT faculty search committee interview preparations, May 19-21
- Submitted Summer and Fall schedule updates, May 21
- Department Chair - 2020-2021 League Excellence Award recipient

Business Administration

- Attended Master Instructional Continuity Module 1, 2, 3 & 4 workshops, May 3-6
- Council of Chair Microsoft Teams Meeting, May 4
- Evacuation Chair Practice-Session 1 workshop at Pecan Campus, May 6
- BPST Division and Campus Updates Microsoft Teams Meeting, May 6
- Attended the ECON 2302 OER Course Development Meeting, May 6
- Spring 2021 Cohort Master Instructional Continuity workshop, May 7
- Microsoft Teams Meetings with New Hire faculty, May 10
- Attended CPR/Seizure Respond/First Aid Training workshop, May 11
- End of Semester Lunch at Technology Campus, May 14
- Participated in the STC Virtual Fair-Business Administration, HR, and Paralegal, May 17-19
- Attended the SHRM RGV Virtual Meeting: Ethics, policies, and the meaning of Human Resources, May 26
- Office Administration Lap recap with BPST Project Manager, May 27
- Concourse Syllabi-Instructor Training Workshop, May 27
- Transition Meeting with Ruby Campuzano, May 27

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

- Coordinated NCCER Instructor Certified Training Program, May 3-7
- OSHA 10 training for DBT and Welding students, May 3-7
- EPA testing for HVAC students, May 3-7
- Implementation of Augmented Reality software and hardware with the Emerging Technology Simulation Specialist, May 3-6
- Coordinated microgrant efforts for EPA and OSHA 10 exams, May 3
- Attended Search Committee Meeting for AEDT Instructor position, May 3
- Carl Perkin's grant activity for HVAC tools in Lending Library, May 4-6
- Preparation for HVAC Instructor interviews, May 4
- Coordinated participation in the STC Virtual Program Fair, May 4
- Meeting with BPST Dean to discuss updates from Academic Counsel, May 4
- Attended Council of Chairs, May 4
- Tech Campus: Master Plan A&B walk-through with Facilities, Planning, and Construction, BPST Dean, Interim President, and EGV Architects, May 5
- Assisted in development of grant reporting surveys for the BPST VR Lab, May 6
- Attended BPST Division and Campus Updates meeting, May 6
- NCCER Instructor Certification Training, May 7 & 14
- Coordinated OSHA 10 training for DBT and Welding students, May 10-14
- Coordinated EPA testing for HVAC students, May 10-14
- Collaborated with grants office to submit BCT grant, May 10-14
- Coordinated NCCER Instructor Certified Training Program, May 10-14
- Preparation for HVAC Instructor interviews, May 10-14
- Researched and coordinated alternative solutions for solar panel installation for the ELPT program, May 10
- Interview with Interact Communications regarding HVAC Lending Library, May 11
- Attended Edinburg CISD Tour of BPST Programs & IAM, May 13
- McAllen ISD CTE & STC Plans for 2021-22, May 13
- NCCER Instructor Certification Training, May 14

Law Enforcement and Fire Science

- 21 Prospective Applicants for Police Academy Interviewed-Throughout May
- Fire Academy Completion Ceremony, May 4
- Fireblast Car Demonstration, May 5
- BPST Division and Campus Updates, May 6
- Fireblast Car Fire Fee Meeting, May 10, 12 & 24
- End of Semester Luncheon BPST, May 14
- Fire Instructor Search Committee Meeting, May 12
- Pharr Police Memorial Ceremony at RCPSE, May 17
- Conducted Physical Agility Exam for STC Academy at Alton Police Department, May 17
- Fire Academy Licensing Exam, May 20
- Secretary awarded Distinguished Staff Award (DSA)-May 28

Office Administration

- Attended Council of Chairs meeting, May 4
- BPST Division Meeting, May 6
- Ultra Conversion Chair Leadership, May 7

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the THECB webinar on new transfer reporting processes, May 3
- Met, welcomed, and oriented the College's new Starfish Administrator, May 3
- Prepared for Title IX Mock Hearing Training, May 5
- Attended the ITP Program Advisory Committee meeting, May 6
- Prepared for and participated in the College's first Title IX Mock Hearing Training, May 11
- Interviewed two finalists for the Dance Lecturer position, May14
- Participated in the live-streamed virtual Commencement Ceremony, May 15
- Met individually with retirees from the LA Division, and presented them with tokens of appreciation.
- Prepared for and participated in the SACSCOC Academic Evaluator Training.
- Participated in the planning session for the new DHSI Grant.
- Attended both Presidential Forums.
- Co-facilitated, with the VPAA, the first Academic Affairs Leadership Team Book Group discussion.
- Met informally with representatives from Texas A&M (McAllen Education Center), and our own Director of University Relations, and our Dean of Math and Science, regarding the possibility of designing a MOU that would allow TSI-liable A&M students to complete their TSI-readiness with STC.
- Continued meeting with the College's substantive change reporting team.
- Participated in a site visit to the Mid-Valley Campus to discuss short-term and long-term solutions for the availability of spaces for the Fine and Performing Arts.
- Delivered a workshop to the RGV Chapter of SHRM on ethics and workplace culture.
- Initiated the final stage of the AAC&U SGP grant project.

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Chair coordinated with Alumni, Art faculty, and Gallery Assistant for a planned June exhibition
- Coordinated with Art Dual Credit Faculty for a High School Art Exhibition in Spring 2022
- Attended Council of Chairs Meeting, May 4
- Submitted observation dates of Dual Credit faculty for NACEP, May 5
- Provided logistics for Virtual Program Fair, May 5
- Donated funds ($375) to be paid and dispersed to Student Art Exhibition Award Winners, May 5
- Participated in Capstone Oral Presentations with students and Faculty, May 6
- Cash awards dispersed to award winners of student art exhibition, May 10-12

- Attended virtual graduation, May 15
- Coordinated Elementary School STEM partnership with Corina Pena Elementary in La Joya, May 17-19
- Video intro, studio tour video, and art lecture content created for Virtual Fair, May 17-21
- Art Department participated in Virtual Fair event, May 21
- Attended Texas Association of Schools of Art (TASA) Board Meeting, May 21
- MVC to assess and discuss storm damage and logistics of hosting courses in temporary spaces, May 13 & 25
- Communicated with UTRGV Fine Arts Dean to congratulate the Student Art Exhibition "Best in Show," May 25
- Art Faculty compiled a document to catalogue the history of Building H at the Weslaco campus, May 26
- Coordinating a site-visit with PCUC to inspect the Art Studios in Pharr in preparation for Fall 2021 in-person Dual Credit courses, May 28

English Department

- Department Chairs, current and future, attended English Department Leadership Meetings.
- Retirement Ceremony: Maricela Garza, Marci Mitchell, and Tanya Masso
- Spring events:
    - Voltaire/Common Reading
    - Debate Series
- Committee continues efforts for ENGL 1302 and ENGL 1302 OER shells.
- Transition for ENGL 2321 and ENGL 2341 to Blackboard Ultra

History / Philosophy Department

- As a jump start to the Virtual Program Fair, the Department Chair and faculty sent mass email to the majors:
    - Undeclared
    - Interdisciplinary Studies
    - History
- Meeting concerning advising and registration, May 13-14

Center for Mexican American Studies (CMAS)

- On May 1, Ballet Folklorico South Texas College (BFSTC) held their annual concert, Tradiciones 2021, which was broadcast on Facebook Live with "1.9K" viewers and participated virtually in the following festivals:
    - Festival Cultural de Puebla, Mexico
    - Festival Colores del Mundo en Guadalajara, Mexico - selected to close program
- Coordinator and Faculty Secretary met with:
    - City of McAllen Performing Arts Center officials to discuss logistics for events scheduled to be hosted in 2022
    - City of Mission to select dates for venue rental to offer annual community dance workshops

Music Department

- Department Chair interviewed potential Dual Credit HS Instructors, May 3
- Attended Council of Chairs Meeting, May 4
- Met with Juan Carlos Aguirre regarding certificates for guitar, sound technology, and song writing, May 5
- First recording session took place at the Mission CEED Building, May 6
- Collaborated with Dual Credit (DC) Programs to create a video for new DC students, May 12
- String Ensemble performance, May 13

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

DIVISION DEAN'S REPORT:

- Attended SACSCOC approval process meeting, May 3
- CCBA Board meeting, May 5
- Grant support meeting, May 6
- Participated in Lab Chemistry staff interview, May 6
- Attended CBE Juggling Act: Maximizing teaching load, pay scale, and course enrollment caps while scaling programs Webinar, May 6
- Met with Bachelor programs hiring committee, May 6
- Participated in the 2021 Eighteenth Annual Institute for Emotional Intelligence, May 6-8
- Attended Faculty CBE Handbook project meeting, May 7
- President's Administrative Staff meeting, May 7
- Met with Math Department Chair and Faculty secretary candidate, May 11
- Facilitated Division Chair Leadership meeting, May 12
- Attended meeting with Arizona State University regarding MyPath2ASU, May 12
- Attended CBE – Texas Advisory Board Meeting, May 12
- Participated in Technology Management Instructor Interviews, May 12
- Attended Deans' meeting, May 13
- Retirement recognition for Dr. Mahmoud Fath El-Den's, May 13
- Met with South Texas ISD, May 14
- Participated in Graduation Ceremony May 15
- Water Quality Management and Planning Conference, May 17
- BASOL Spring Advisory Committee Meeting, May 18
- InsideTrack® update meeting, May 18
- Presidential Candidate forums, May 18-19
- Academic Affairs Leadership Team meeting, May 20
- HIS-STEM Grant Pre-application Webinar, May 20
- STC and TAMU MOU Conference, May 20
- Hispanic Serving Institutions STEM and Articulation Program, Title III, Part F Discussion, May 21
- Inside Track/South Texas College Zoom meeting, May 21
- Attended SACCOC Policy regarding CBE discussion with Texas A&M Commerce, May 25

Project Manager

- Attended meeting to discuss the status of the STEM Success Academy, May 3
- Meeting with Academic Initiatives & Project Officer, May 4
- Grant Support Meeting with Academic Initiatives & Project Officer, May 5
- Meeting with Physical Science to discuss SENSEIT grant, May 6
- Webpage program inquiries, May 6
- CBE Faculty Handbook Meeting, May 7
- Attended InsideTrack meeting, May 7
- Reviewed and collaborated with VPAA to revise CBE Student Handbook
- Reviewed and reconciled grant budgets and created a sample budget spreadsheet
- Reviewed pending grants within MSITB Division
- Met with PI and FM for the B2BMed grant to review budget projections, May 10
- Attended Title IX Mock Hearing Training, May 11
- Chair Leadership Meeting, May 12
- Discussed Perkins-Basic funding opportunities with IT and Cybersecurity programs, May 13
- Review Perkins-Basic funding needs for our departments with Academic Initiatives & Projects Officer, May 13
- Worked with VPAA Project Manager on CBE Student Handbook

- Compiled data for Perkins-Basic funding application
- Completed RDMC-007 for end of the semester work
- Processed RDMC-005 for upcoming grant activities
- Discussed InsideTrack upcoming activities with Interim DHSI Project Coordinator
- Attended meeting to discuss budget projections for grants under the biology department, May 17
- Facilitated meeting with InsideTrack participant supervisors to review training, May 18
- Attended HIS-STEM Grant Pre-application Webinar, May 20
- Youth Camps Logistics meeting, May 20
- Met to discuss HSI STEM Grant with RDMC staff, May 21
- Attended InsideTrack meeting with representatives, May 21
- Collaborated with Interim DHSI Coordinator to discuss Diagnostic groups and required documentation
- Attended Perkins-Basic Meeting with Academic Affairs, May 21
- Worked on Perkins-Basic application for IT and Cybersecurity programs
- Processed Grant Commitment Forms for ACE-IT, STEM Success Academy, B2BMed, and BeAware2 grants
- Processed Personnel Certifications for grant activity completed

BACHELOR PROGRAMS:

BASOL

- Presented to Texas Southmost College Business Administration students regarding the BASOL program, May 3
- Participated in Council of Chairs May meeting, May 4
- Enrollment meeting on behalf of Dean for MSITB, May 5
- Participated in the 2021 Eighteenth Annual Institute for Emotional Intelligence, May 6-8
- Webpage meeting, May 6
- Participated in the 2020 Excelencia Leadership Institute 6-month Follow Up meeting, May 6
- Chaired the TMGT Instructor Search Committee meeting, May 6
- Participated in the DL Workshop "The Ultra", May 7
- InsideTrack Core Team meeting, May 7
- American Association for Women in Community Colleges (AAWCC) Board meeting, May 10
- McAllen Chamber's Power Network, May 11
- Council of Chairs monthly meeting, May 11
- Provided training on Competency Based Education for the new Child Development faculty, May 11
- Participated in the MSITB Division Chair Leadership meeting, May 12
- Institute for Competency Based Education Advisory Committee meeting, May 12
- Technology Management Instructor Interviews, May 12
- Bachelor Programs' New Student Orientation, May 12
- McAllen Chamber of Commerce monthly Ambassador Meeting, May 13
- PAAWCC monthly meeting, May 13
- Participated in the Leadership McAllen Class 40 Graduation Ceremony, May 13
- Facilitated the Bachelor of Applied Science in Organizational Leadership program Spring Advisory Committee meeting, May 18
- Participated in the Leadership McAllen Board Steering Committee Meeting, May 19
- Review Splash Page, May 20
- InsideTrack/South Texas College Core Team meeting, May 21
- Facilitated the Capstone Students' Graduation Celebration at Roosevelt on 7 restaurant, May 21
- Participated in the SACSCOC Policy Discussion regarding CBE, May 25

Computer Information Technology

- Facilitated Virtual Department Meeting to review/update the master syllabi templates in Concourse, May 3
- Participated in Virtual - Mastering Instructional Continuity Recertification - Module 1, May 3
- Virtual Meeting with a CS Faculty to discuss Ultra Course Review, May 3
- Meeting with all lab assistants to discuss professional development, May 3
- Facilitated Virtual Meeting with a CS Faculty to work on NACEP Shared Assessments for Spring 2021, May 4
- Participated along with a CS Faculty in the Virtual Google Meeting, May 4
- Virtual – Module 2: Blackboard Basics Using the Ultra Experience, May 4

- Department Meeting with CS and CITP Faculty to complete the old IE Report, May 7
- Computer Science Advising Night with Parents, May 5
- Summer 2021 Advising, May 6
- Department Meeting for the closure of 2019-2021 IE Plan Cycle Part 2, May 6
- Webpage Program Inquires Meeting, May 6
- Participated along with all CS & CITP Faculty in Virtual Distance Learning Course Map Training, May 7
- IE Plan Meeting, May 10
- Meeting to review CITP4347 Ultra Course, May 10
- Facilitated Virtual Department Meeting to continue closure process of 2019-2021 IE Plan Cycle Part 4, May 11
- Meeting to discuss Re-certification Online Teaching, May 11
- Chair Leadership Meeting, May 12
- Continue with the closure process to the 2019-2021 IE Plan Cycle Part 5, May 11
- Participated in Virtual Bachelor Program's New Student Orientation, May 12
- Facilitated meeting with a CS faculty member and Academic Coach to plan for Marketing-Summer 2021, May 13
- Meeting to continue with the closure process to the 2019-2021 IE Plan Cycle Part 6, May 13
- Facilitated Virtual Department Meeting with faculty to discuss end of semester, May 14
- Meeting to continue with the closure process to the 2019-2021 IE Plan Cycle Part 7, May 13
- Virtual BAT in CITP Presentation to HS students, May 17
- Participated in Virtual Optional Google IT Support Certificate Office Hours, May 17
- Virtual BAT in CITP Presentation to HS students, May 18-20
- Participated in SACSCOC Policy Regarding CBE Discussion with Texas A&M Commerce Meeting, May 25
- Inside Higher Education-Academy Leader Webinar, May 26
- Virtual Best Practices in Post-Award Grant Program and Fiscal Compliance Workshop, May 26

Medical and Health Services Management

- Attended the May Council of Chairs virtual meeting, May 4.
- Participated in the virtual meeting for the Webpage Programs with Dr. Petrosian, May 6.
- Meeting for the STC Faculty CBE Handbook, May 7
- Attended and participated in the virtual meeting of the BB Ultra Transition with Dr. Sale, May 7

Technology Management

- Attended the Council of Chairs Meeting, May 4
- Facilitated the Spring 2021 TMGT Advisory Board Meeting, May 6
- Participated in the STC CBE Faculty Handbook Review, May 7
- Attended the MSITB Chair Leadership Meeting, May 12
- Participated in the Bachelor Programs New Student Orientation, May 12

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended NSF STEM Success Academy Meeting to review end of semester items, May 3
- SEA-PHAGES-NSF Grant Writing and Planning Meeting, May 3
- Presented Assistant Chair Meeting for Departmental Business, May 3
- Presented at the Library Arts and Sciences exhibit featuring special guest Hideo Mabuchi, May 4
- May Council of Chairs Meeting, May 4
- Enrollment Meeting with VP Hebbard, May 5
- Webpage Program Inquiries Meeting, May 6
- PSJA University and College Center Walk Through, May 7
- B2BMED- Bridge to Baccalaureate in Biomedical Sciences Budget Projections, May 10
- Presented Assistant Chair Meeting for Departmental Business, May 10
- Council of Chairs Special Enrollment Meeting, May 11
- Chair Leadership Meeting, May 12
- Review and Discussion of Fall 2021 DC Science and Labs Meeting, May 14
- Budget Projections Meeting, May 17
- Presented Assistant Chair Meeting for Departmental Business, May 17
- Attended Review and Discussion of Fall 2021 Dual Credit Science and Labs Meeting, May 18

- HIS STEM Grant-Preapplication Webinar Meeting, May 20
- Hispanic-Serving Institutions STEM and Articulation Program Meeting, May 21

Chemistry

- Met with EHS Director to discuss safety, CHP, and electrical power to prep room benches, May 13
- Attended Chair Leadership virtual meeting, May 12
- Participated in the Prep-room and On-Boarding meeting, May 10-11
- Attended Hispanic-Serving Institutions STEM and Articulation Program, Title III, Part F – Discussion, May 21
- Reviewed and updated the summer 2021 schedule, May 20
- Attended the HIS STEM Grant-Preapplication virtual webinar, May 20
- Attended Review and Discussion of Fall 2021 Dual Credit Science and Labs virtual meeting, May 18
- Performed a virtual faculty evaluation with Mr. Hector Vasquez, May 17
- Participated in the STC Virtual Program fair by hosting a session that presented an overview of the Chemistry and Pre-Pharmacy programs. A Weslaco class with 24 students and one additional student from Donna North high school student attended the session, May 17
- Attended the TX HSI Consortium Annual Conference hosted by St. Edward's University, May 27
- Worked on Physical Science and Chemistry Physical Inventory, May 27
- Approved departmental orders, May 24 to May 28
- Met with Texas A&M McAllen Lab Coordinator to discuss and compare laboratory experiments, fall course modalities, and Chemistry for Engineering Majors, May 26
- Met with Lab Coordinator and Lab Specialist regarding Summer classes, new lab cabinets, and reallocation of equipment/materials within the laboratories, May 26
- Met with Biology and Physical Science Department Chairs and Lab Coordinators to discuss physical inventory and collaborate on needed materials, May 25
- Completed Intent to Hire, Credential Review, and Language forms for Vanguard Academy instructor to start as an STC Dual Credit Instructor beginning Fall 2021, May 25
- Submitted Intent to Re-hire forms for returning adjunct faculty, May 25
- Communicated Vanguard Academy readiness to host General Chemistry course beginning Fall 2021 to Dual Credit Office via a memo, May 24

Information Technology

- IT faculty held a *Computer and Information Technologies Specialist Information and Advising Session*, May 4
- CAAT Faculty workshop, May 4th
- IT Faculty attended *ITSC-1409 Ultra Conversion showcase* training, May 5
- IT Assistant chair attended *Blackboard Collaborate Basics* webinar, May 5
- IT and CAAT Faculty Virtual Advising Night in the T.R. Salinas STEM Early College High School, May 5
- Assistant chair attended *Blackboard Collaborate Basics* webinar, May 6
- Assistant Chairs and Dual Credit Coordinator held *Q & A Session* with IT DC Faculty, May 6
- IT and CAAT Faculty attended *Workshop #187770: Course Maps | Computer Science Department* & Computer and Information Technologies Program, May 7
- Attended *Workshop #187576: The Ultra Transition: Chair Leadership Perspectives*, May 7
- IT Assistant Chairs and Faculty will attend the STC Virtual Program Fair, May 18
- IT Assistant Chair attended Geek Week, May 10 - May 13
- IT Assistant Chair attended Blackboard Collaborate – Beyond the Basics, May 11
- IT faculty attended an ACE-IT grant meeting, May 11
- IT Assistant Chair attended Setting up the Gradebook (Learn Ultra Course View), May 13
- IT Assistant Chair and Dual Credit Coordinator attended Virtual Jaguar Connection Day Session Rio Grande City CISD, May 13

Mathematics

- Chair attended meeting to discuss CTN Foundational Seminar presentation ideas, May 3
- Faculty attended EquatIO mathematics/science accessibility add-on demonstration, May 4
- Faculty attended Involution: A Science & Art collaboration, May 4
- Chair attended Council of Chairs, May 4
- Chair & faculty attended meeting to discuss textbooks/resources with McGraw-Hill representatives re: the ALEKS homework platform, May 5

- Chair attended Catch the Next meeting w/Dr. Maria Martha Chavez, May 5
- Faculty attended EquatIO + Accessibility + Dual Credit meeting, May 5
- Faculty conducted Dual Credit Faculty interviews, May 6
- Faculty attended May Department meeting, May 7
- Chair co-presented Ultra Transition: Chair Leadership Perspectives workshop, May 7
- Chair attended meeting with Catch the Next and Dallas College, May 11
- Chair met Dean and Math Faculty Secretary candidate for follow-up meeting/interview, May 11
- Chair attended MSITB Chair/Leadership Meeting, May 12
- Faculty and Staff recognized Dr. Mahmoud Fath El-Den's retirement, May 13
- Chair participated in Search Committee meeting with CLE staff, May 13
- Placement exam for Dual Credit students requesting admission into upper-level Math courses, May 15
- Chair attended CTN Motivational Seminar preparation with Allegra Meeting, May 24
- Chair serves-on and attended RGVCTM Board Meeting, May 24
- Faculty attended Catch the Next Foundational Seminar, May 25-26
- Chair presented at two sessions for the Catch the Next Foundational Seminar, May 25-26
- Faculty attended Charles A. Dana Center FOCI Series 7 (on Statistics instruction) Session 1 Seminar, May 25
- Chair met with Educational Technologies (ET) to discuss EquatIO accessibility software implementation. We have negotiated a free pilot of the software for the summer and will coordinate services amongst: Counseling, Distance Learning, Library, and CLE, May 28

Physical Science

- Interviewed the applicant for Engineering Adjunct faculty position, May 3
- Attended and Presented at "Involution: A Science & Art Collaboration with Hideo Mabuchi" event, product of a collaboration between the STC Physical Sciences department, STC Art Department, and STC Library. Dr. Mabuchi, Professor of Applied Physics, Stanford University discussed his Ceramics works. STC students, faculty, and department contributed exhibits, May 4
- Attended Pecan Campus - Bldg G - Physical Science Classroom Conversions Pre-Construction Meeting. The attendees included STC Facilities Staff, VPAA Project Manager, EGV Architects, Inc. Staff, and Tri-Gen Construction Staff. Discussed project administration, project parameters, and project closeout details, May 5
- Interviewed the applicant for Engineering Physical Science Dual Credit faculty position, May 5
- Attended Workshop #186683: Evacuation Chair Practice-Session 1, May 6
- Attended SENSEIT Meeting; The participants include Staff of Research Applied Technology Education & Service (RATES), STC Engineering Coordinator, MSITB Division Project Manager. The participants discussed grant proposal development, Apr 6
- Participated in PSJA University and College Center Walk Through. Inspected Physical Science and Physical Geology laboratory instruction classroom and prep room, and also Organic Chemistry, General Chemistry, and Biology laboratory instruction classroom and prep rooms, May 7
- Organized Department of Physical Science and Engineering Staff Meeting to discuss 2020-2021 Inventory and the lab inspection plans at the New Physical Science/Engineering Dual Credit laboratory facilities at PSJA Collegiate, San Juan, Sharyland Advanced Academy, Mission, and Vanguard Academy, Pharr, May 10
- Attended Workshop #186632: CPR/Seizure Response/First Aid Training, May 11
- Attended Chair Leadership Meeting, May 12
- Attended South Texas College Training of MyPath2ASU™- ASU Pathway tools and resources presented by Arizona State University, May 13
- Visited Portable Building # 10 with the Facilities staff, VPAA Project Manager, Engineering faculty and Physics Lab Staff to review the ramp construction needs to facilitate smooth transportation of electric car, May 14
- Met with Engineering coordinator and Assistant Chief Information Officer, IT to discuss the Virtual Machine needs of the department to provide equitable access to the course software across the board, from traditional to dual credit students, and from online to hybrid to traditional classrooms, May 14
- Chair and Physics faculty participated in the STC Virtual Program Fair organized by the VPAA office, May 17
- Attended Hispanic-Serving Institutions STEM and Articulation Program Grant-Preapplication Webinar, May 20
- Attended Hispanic-Serving Institutions STEM and Articulation Program, Title III, Part F – Discussion, May 21
- Chair, one STC Geology faculty, and UTRGV faculty from the School of Earth, Environment, and Marine sciences attended Geological Society of America-South Central Section Conference committee meeting, May 21

UNIVERSITY RELATIONS:

- Promoted the University Relations, Transfer and Articulation Center on social media, ongoing
- Met with representative from ATIXA regarding the mock Title IX hearing training, May 3
- Met with representatives from application development regarding using JagAdvise to track students visiting URTAC, May 3
- Attended the May Council of Chairs meeting to introduce Bellevue University, May 4
- Met with a representative from the Texas Higher Education Coordinating Board about transfer issues, May 5
- Attended a webinar on "Postsecondary Pathways: State Spotlight: Pennsylvania," May 6
- Met with others designated to represent the respondent in the mock Title IX hearing training, May 6
- Attended the President's Administrative Staff meeting, May 7
- Continued working on transfer maps for the upcoming year for UTRGV, ongoing
- Met with the faculty senate president about the Texas Transfer Advisory Committee, May 10
- Participated in the Title IX Mock Hearing Training as a Respondent's Advisor, May 11
- Participated in the Division of MSITB Division Leadership Meeting, May 12
- Attended the South Texas College Training of MyPath2ASU™ - ASU Pathway tools and resources, May 12
- Participated in American Association of Women in Community Colleges membership meeting, May 13
- Met with UTRGV about new articulation agreements and timelines, May 12
- Continued working on transfer maps for the upcoming year for UTRGV, ongoing
- Met with the Student Activities Director about the First Year Connection, May 17
- Attended the Presidential Search Forums, May 18 and 19
- Participated in the Academic Affairs Leadership Team Meeting, May 20
- Met with the President of Regional Christian University about partnership opportunities, May 20
- Met with the Deans of Liberal Arts and MSITB as well as representatives from Texas A&M University about possibly providing developmental education to their students, May 20
- Participated in community service through Leadership Team of Girl Scout Troop 65, various dates
- Met with Transfer Student Coordinator from TAMUK about developing new pathways and potential faculty collaboration, May 21
- Attended a meeting about the Hispanic-Serving Institution SYEM and Articulation Program, May 21
- Met with Dr. Frank Kelley from U of H College of Business about partnership opportunities, May 21

R. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the SACSCOC Approval Process for CBE Programs meeting, May 3
- Met with NAH project manager and senior administrative assistant to review FY21-22 Staffing Plan, May 3
- Reviewed the Pay Plan FY 2021 – 2022
- Followed up on preparations for the STC Virtual Program Fair
- Attended the Coordinated Operations Council Meeting, May 4
- Participated in the Associate Degree Nursing Summer 2021 Boot Camp, May 5
- Attended the Medical Assistant Technology Pinning Ceremony, May 5
- Held meeting with Vocational Nursing chair to discuss faculty issues, May 5
- Attended Enrollment Meeting with VP for Student Affairs and Enrollment Management to discuss enrollment initiatives, May 5
- Attended the COVID-19 Safety Protocols meeting hosted by the VPFAS, May 5
- Meeting to review grant funding, May 6
- Orientation Starfish Administrator Meeting, May 6
- Medical Assistant Technology Pinning Drive-Thru Ceremony, May 6
- Attended meeting hosted by the VPAA regarding webpage program inquiries, May 6
- Meeting with VPAA staff to discuss letter of appointment, May 7
- Participated in the Monthly Secretary Meeting, May 7
- Attended the President's Administrative Staff Meeting, May 7
- Reviewed chair evaluations completed by faculty for the current academic year

- Met with the new chief nurse at Mission Regional Medical Center and received a simulation tour, May 10
- Met with the NAH project manager to discuss the Fiscal Year 2021 – 2022 grant budget, May 10
- Attended meeting with the academic grants and project officer regarding faculty mentors, May 10
- Held meeting with the Medical Assistant Technology chair, May 10
- Met with the Bachelor of Science in Nursing chair, May 11
- Attended meeting with the special assistant to the president to evaluate the new NAH-CE Prior Learning Assessment processes, May 11
- Met with VN student to discuss academic issues, May 11
- Meeting with Health & Medical Administrative Services department to discuss changes for the upcoming academic year, student recruitment, certifications, and other topics, May 11
- Held meeting with ADN faculty members to discuss the Faculty Mentorship Program, May 11
- NAH Program Chair Meeting, May 12
- Attended the Diagnostic Medical Sonography Pinning Ceremony, May 12
- Texas Board of Nursing Virtual DECs Webinar, May 12
- Met with the Pharmacy Technology chair to discuss the merging of Health & Medical Administrative Services and Medical Assistant Technology, May 13
- Met with the Medical Assistant Technology chair, May 13
- Held meeting with ADN faculty members to discuss the Faculty Mentorship Program, May 13
- Attended the Financial Planning with Ohio Northern University – From Reactive to Proactive Action Plans webinar, May 13
- Attended the Deans Meeting hosted by the VPAA, May 13
- Associate Degree Nursing Pin and Lamp Event, May 13
- Emergency Medical Technology Pinning Ceremony, May 13
- Met with VN student to discuss academic issues, May 14
- Held parent meeting, May 14
- Hosted farewell party for the healthcare asset maintenance specialist, May 14
- Attended the Occupational Therapy Assistant Pinning Ceremony, May 14
- Spring 2021 Commencement, May 15
- Meeting with IT staff to discuss NAH accreditation needs and requirements, May 14
- Worked on program chair stipends
- Followed up on AC issue with the Facilities Operations and Maintenance department reported by faculty and students at the Mid-Valley Campus
- Provided a tour of the NAH simulation hospital to the new CEO of Solara Hospital, May 18
- Attended the FY2022 Capital Improvement Proposals Evaluations meeting, May 18
- InsideTrack Update meeting hosted by the Office of Strategic Initiatives, May 18
- Candidate A Presidential Candidate Forum, May 18
- Physical Therapist Assistant Pinning Ceremony, May 18
- Coffee Collaborative: Strategic Collaborations for Challenging Obstacles workshop, May 19
- Attended the Starfish Administrator Orientation, May 19
- Held meeting with ADN faculty member, May 19
- Attended the Candidate B Presidential Forum, May 19
- Academic Affairs Leadership Team Meeting, May 20
- VN Statewide Advisory Board Meeting, May 20
- Worked on Clery Act assignments
- Met with NAH project manager to discuss the PATHS Project assignment, May 21
- Held meeting with ADN faculty member, May 21
- Reviewed the PATHS grant and budget
- Worked on completing EVERFI training courses
- Meeting with the interim college president, May 24
- Attended the ISNE Agenda Planning Call, May 25
- Worked on draft of interlocal agreement for PATHS collaborative project with Region One
- Took part in DHR LVN Advising Session held at the DHR Conference Center, May 26
- Attended the ADN Scheduling and Management Report Training, May 26

- Reviewed the Carl Perkins CLNA Application for FY 2022
- Held meeting with NAH staff regarding updated campus safety protocols, May 26
- Meeting with Medical Assistant Technology chair, May 26
- Attended meeting and tour with Edcouch-Elsa ISD leadership team at the Mid-Valley Campus, May 28

PROJECT MANAGER'S REPORT:

- Attended meeting with the NAH dean to discuss changes to the Staffing Plan FY 2021 – 2022, May 3
- Meeting regarding PATHS Project logistics, May 5
- Participated in walkthrough for the Emergency Medical Technology Pinning Ceremony, May 6
- Attended meeting with NAH dean and academic initiatives & project officer to discuss NAH grants, May 6
- Worked on Healthcare Asset Maintenance Standards of Operation Handbook, May 7
- Met with lab assistant to follow up on the status of inventorying NAH Division assets, May 24
- Worked on the NSRP Grant budget and NAH Region One PATHS Project logistics
- Attended the Capital Improvement Evaluations meeting with the Planning and Construction Department to discuss submittals, May 26
- Attended the STC Campus Safety Protocols meeting, May 26
- Meeting with the Oracle Elevator Company and the Maintenance Department, May 27
- Worked with IT staff to create an online form for the submission of NAH scholarship applications, May 28
- Met with PR staff to discuss options for NAH programs to promote their curriculum, May 28
- Meeting with Region One staff to discuss the status of the NAH Region One PATHS Project, May 28

NAH STUDENT ACTIVITIES:

- Offered students free coffee in the morning, May 3-7
- Offered students a free cup of noodles for lunch, May 3-7
- Celebrated Nurses Week with a Splash Bash with water balloons, music, giant Jenga, bean bag toss, and free personal size pizzas for students, May 6
- Provided students with a final's survival kit provided by the Student Government Association, May 10
- Provided students with free popcorn and coffee, May 10-13

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- 20 Students (2 Clinical groups) under the supervision of faculty members participated in the Mission Regional Medical Center COVID-19 Vaccination Drive, May 7
- Held Boot Camp for incoming LVN-RN transition cohort, May 5
- Held Associate Degree Nursing Pinning Ceremony for graduates, May 13
- Held ATI Comprehensive Live Review for Spring 2021 ADN graduates, May 17-19
- Chair attended the Integration Specialist Nurse Educator Planning Conference with ATI Nurse Educator in preparation for the Fall 2021 Integration Workshop with ADN faculty, May 25
- Chair attended the DHR LVN Advising Session held at the DHR Conference Center, May 26
- ADN leadership team attended the ADN Scheduling and Management Report Training, May 26
- Faculty attended the Simulation User's Network Webinar hosted by Laerdal, May 26
- Summer ADN Academic Coaching was conducted for all Summer 2021 students, May 26

Bachelor of Science in Nursing

- Second cohort of BSN students attended the high-fidelity stimulation as part of the requirements in NURS 3312 Nursing Informatics under NAH Faculty, May 5
- Chair attended the Open Source Revolution: Scaling Learning Programs for the Long-Term webinar, May 4
- Faculty secretary attended the Monthly Secretary Meeting, May 7
- Nurses Week Celebration – Tribute to our Nurses, May 8
- Chair met with several faculty members to discuss planning for summer courses
- Academic coach attended the Title IX Mock Hearing training, May 11
- Faculty secretary attended the CPR/Seizure Response/First Aid Training online course, May 11

- Final two students from first RN-to-BSN cohort graduated; first cohort now has 100% completion rate, May 15
- Chair continued work on the ACEN Self-Study Report
- Chair of BSN Program, was chosen to receive the 2020-2021 League Excellence Award by the League for Innovation in the Community College

Diagnostic Imaging Department

- Faculty secretary attended the CPR/Seizure Response/First Aid Training online course, May 11
- Chair attended the NAH Program Chair Meeting, May 12
- Held the Diagnostic Medical Sonography Pinning Ceremony for graduates, May 12
- Faculty and staff attended the monthly department meeting, May 13
- Attended the Spring 2021 Commencement, May 15

Emergency Medical Technology

- Chair attended the Council of Chairs Meeting, May 4
- Chair attended a walk-through of the PSJA ISD College & University Center Facilities with Dual Credit Programs staff, May 7
- Department leadership finalized the CoAEMSP Annual Report, May 7
- Chair attended the NAH Program Chair Meeting, May 12
- Department held Course Completion and Pinning Ceremony, May 13
- Department hiring committee conducted interviews for the EMT dual credit faculty position, May 14
- Faculty attended the Spring 2021 Commencement, May 15
- Faculty completed the submission of grades and information through JagPRIDE, May 17
- Department continued preparations for the Summer III N-14 class start up, May 18
- Faculty held summer orientation for students via Black Board Collaborative, May 20
- Department continued to register students for the Fall 2021 Semester

Medical Assistant Technology

- Held Medical Assistant Technology Pinning Ceremony for graduates, May 5 & May 6

Occupational Therapy Assistant

- Department held Pinning Ceremony for graduates, May 14

Vocational Nursing

- The program celebrated Nurses Week, May 6
- The VN Program was ranked as one of the top 15 LVN programs in Texas

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended SACSCOC approval meeting for the approval process for CBE Programs, May 3
- Attended Coordinated Operations Council meeting on MS Teams. Topics discussed: Review Membership List of COC Participants, Review and discuss New Capital Improvement Projects received, Review and discuss new renewal and replacement projects, review and discussion on capital improvements projects and beyond budgets, May 4
- Attended meeting with Chair of CDEC to review grants awarded, May 4
- Grant Support Meeting with Academic Initiatives and Project Manager to review grants and grant opportunities for SBS Division, May 5
- Meeting with VP Academic Affairs and VP Admissions to review current initiatives and new ones that college can undertake in support of fall 2021 semester enrollment, May 5
- Attended meeting to discuss webpage and advertising for Fall semester, May 6
- STC CDEC Advisory Committee meeting, May 7
- Retirement reception for Dr. Rebecca De Los Santos, Kinesiology Department Chair, May 7
- Attended the President's Administrative Staff (PASS), May 7
- Held Program Chairs' meeting to discuss graduation, campus safety protocols, virtual program fair, and enrollments, May 12

- Deans Meetings with Dr. Petrosian. Items discussed were Enrollment Review, Instructional Plans for Fall 2021, Faculty Office Hours, Guidelines for merged classes, Process for returning Lecturers, Graduation Ceremony and Recognition of Retiring faculty, proposal for $1000 supplemental pay, May 13
- Completed Code of Conduct Training, Preventing Harassment Back to the New Normal and Discrimination Training, and Clery Act and Title IX training, May 18
- Participated in the Back to the New Normal and Inside Track Webinar, May 18
- Checked in on several departments at the Virtual Program Fair, May 17-21
- Attended Academic Affairs Leadership Team Meeting; discussed and reviewed The Oz Principle, May 20
- Met with several Department Chairs regarding the College Service Hours policy, May 17-21

DEPARTMENT/PROGRAM REPORTS:

Child Development

- Faculty from the CDEC department participated in the STC Virtual Program Fair. High School Seniors, current and Prospective students and parents were welcomed to attend. JagSwag for the first 100 attendees that participated throughout the week were provided. The department had about 40 sophomores, juniors, and seniors namely from Donna North High School log onto the TEAMS link to converse with CDEC faculty about programs available, program requirements, marketable skills, jobs, application process, and Q&A.

Psychological Science

- Met with Adjunct Faculty in my office to help him get his Macmillan account set up, set up his launchpad course, and set it up within blackboard. After a couple of tries and contacting our two representatives directly, we unlocked his account and set his course up. Walked him through adding the course items into blackboard to make sure he was using our distance learning template, May 5
- Sent department e-mail emphasizing enrollment status, IC/OTC certification, dual-enrollment scheduling, the upcoming summer and fall scheduling and enrollment, need to pull together more in order to try to bring more students into our classes, May 5
- Program Chair presented for Distance Learning at Workshop #187576 The Ultra Transition Chair Leadership Perspective to share our experiences along with Mathematics Department Chair, May 7
- The Starr County Campus Psychology Club honored the Top 10 Most Active Members of spring 2021 semester, May 9
- PSYC Faculty filmed the last three episodes of season 4 of his YouTube show RGV Stars. The guests on the respective episodes were Anna Tirado (Singer & Owner of Creative Art Studio School), Christian Mata (Radio Host of Digital 101.5 FM), and Eliseo Robles Jr. (Singer), May 12

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Added three new faculty professional development options:
  - Teachers Teaching Teachers cohort. Will be hosted through OPOD and feature best practice presentations.
  - Lifelong Learning Credit for renewing Online Teaching Certification status
  - Quality Matters Intro class, Peer Reviewer Course for Chairs, Applying the Rubric by Application
- Met with Educational Technologies Specialists to discuss ET software purchases and implementation inside Blackboard, May 4
- Met with a Representative of Guild Education to plan a meeting for DL, Admissions, VPAA May 4
- Outreach Meetings
  - Council of Chairs, May 4
  - BPST Division Meeting, May 5
  - IE Plan, Brad Davis, May 6
  - Curriculum, May 6
  - Starfish, Shannon Perales, May 8
  - Math & Blackboard EAC Team Leader, May 18

    - Substantial Change Committee, May 24
- Recruited and Coordinated a Chair Ultra Transition Workshop, May 7
- Participated at the InsideTrack Update meeting, May 18
- Pilot Software and Goggles for in-house AR/VR course development, May 20-28
- Served as a Proposal Chair for the Quality Matters Fall 2021 Conference Committee

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Course count for ultra and original courses report for Fall 2020, Spring 2021, and Summer 2021, May 6
    - Ultra course – Final Grade Submission to Banner instructor guide, May 10
    - Gradebook report disaggregated by type of faculty for Spring 2021, May 10-12
- Participated at the VidGrid LTI meeting to discuss settings within the LTI, May 12
- Participated at the Poll Everywhere integration meeting, May 18
- Met with Account Executive for Blackboard Analytics to discuss plan of action for data on the reports, May 19
- Participated at the STC McGraw Hill Connect and ALEKS integration meeting, May 20
- Participated at the McGraw Hill ALEKS integration LTI 1.3 meeting, May 25
- Met with Qualitative Researcher from Research & Analytical Services department to discuss the DL Tools Survey that will be deployed to all faculty during the summer, May 27

PROJECTS:

- First Time Online Student Orientation
- Distance Learning staff revised the Bb Student Orientation for Fall 2021 to include more Blackboard student support services and student video tutorials, May 3-28
- Learning Management System (LMS)
    - Batch upload for Summer 2021 courses and faculty/student enrollments through ILP admin, May 28
    - Installed and tested the HTML tag feature in the Blackboard staging environment, May 3-5
    - 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 One Drive.
    - Updated information modules in Blackboard.
    - In collaboration with IT Department, installed a new certificate for ILP final grade submission with the LTI feature, May 7
    - Develop a Blackboard module for video on Blackboard Academy and Blackboard's storage, May 12,14
    - Installed HTML tag feature in the Blackboard production environment, May 14
    - Installed Poll Everywhere LTI on production
    - Installed Padlet LTI 1.3 to the staging learning management system, May 24
    - Removed 1,269 developmental courses from the learning management system, May 24-28
    - Developed a course report for all developmental courses with no content removed from the system, May 24-25
    - Installed McGraw Hill ALEKS LTI 1.3 in staging and production, May 25
    - Develop data source in the learning management system for all FY 2019 courses, May 27-28
- Student Support/Outreach
    - Distance Learning staff assisted 293 online students, 20 TxDOT students, and 140 prospective students with their academic courses, Summer/Fall registration, and information to apply to STC, May 3-28

DISTANCE LEARNING TECHNOLOGIES AND STUDENT SUPPORT:

- Distance Learning Helpdesk Numbers for the month
    - Blackboard Students/Faculty Tickets: 944
    - Helpdesk Phone Calls from DL Staff: 564
    - Social Intent – Distance Learning Chat 133
    - Afterhours Students/Faculty Chats: 17 After hours Helpdesk Calls: 54
    - **Total: 1,712**

- Trainings/Workshops/Professional Development
    - Distance Learning staff trained the new Technologies Specialist employee with Argos, phone agent, Blackboard, Ticketing System, Social Intents Chat, and Cross-list requests.
    - Distance Learning staff assisted with the DL Lunch and Learn Workshops, May 4,6, 7,12

- Instructional Continuity Faculty Certification
    - Faculty Recertified this Year

Division	Count of Re-certification due Instructional Continuity Certification
Business, Public Safety & Tech	46
Liberal Arts	71
Math, Science & Bachelor Prgms	58
Nursing and Allied Health	28
Social and Behavioral Sciences	50
Grand Total	253

- Online Teaching Certification for Faculty
    - Faculty Recertified this Year

Division	Count of Re-Certification due for Online Teaching Certification
Business, Public Safety & Tech	22
Liberal Arts	60
Math, Science & Bachelor Prgms	41
Nursing and Allied Health	45
Social and Behavioral Sciences	44
Grand Total	212

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

DEAN'S REPORT:

- The Bi-Annual Dual Credit Programs Taskforce Meeting was held to discuss the Spring 2021 latest updates and concerns, May 7
- Dual Credit Programs in collaboration with the Welding Program Chair and Academic Dean met with the following Partnering School Districts to discuss partnering for the JET Grant:

Date	Partnering School District
May 4	Edinburg CISD- CTE Program
May 10	La Joya ISD- Juarez Lincoln High School
May 13	Edinburg CISD- CTE Program
May 14	South Texas ISD-Science Academy

- Dual Credit Programs Leadership met to review and determine plan of action based on feedback from the Spring 2021 Dual Credit Stakeholders Survey Report, May 12
- Dual Credit Project Manager conducted thirty-one (31) Dual Credit Faculty Pre-Interviews for Fall 2021
- Dean presented 2021-2021 Dual Credit Programs Interlocal Agreement to the Education and Workforce Development Committee Meeting, May 17
- Dual Credit Programs along with Dean of Institutional Effectiveness and Assessment met with Administration of Vanguard Beethoven to discuss Accreditation off-site compliance, May 17

- Scheduling staff processed 204 scheduling requests for summer 2021 and 365 for fall 2021. Here is the breakdown:

Summer 2021							
Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with STC Faculty	Sections with ISD Faculty
204	**204**	**102**	**33**	**69**	**375**	**293**	**82**

Fall 2021							
Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with STC Faculty	Sections with ISD Faculty
551	**365**	**222**	**172**	**157**	**1,508**	**557**	**951**

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Dual Enrollment Academy Programs 2019-2021 Graduating Cohort was awarded $2,511,416 in scholarships.
- The Academies & High School Projects Department Staff finalized Application Review for one hundred sixty-six (166) applicants and accepted one hundred fifty-seven (157) Dual Enrollment Academy Program applicants.

Pecan	Accepted	Wait Listed	Denied
DEMSA-Biology	48	3	1
DEEA-Engineering	21	0	1
DEBAA-Business Administration	10	0	0
DECJA-Criminal Justice	16	0	0

Mid Valley	Accepted	Wait Listed	Denied
DEMSA-Biology	24	3	1
DEEA-Engineering	14	0	0
DEBAA-Business Administration	13	0	0
DECJA-Criminal Justice	11	0	0

- Director attended the Region One CTE Director's Network Meeting, May 6
- Staff held a Year 1 Recruitment/Information Session for Roma ISD-Ramiro Barrera Middle School, May 5
- Staff held a Year 1 Recruitment/Information Session for Roma ISD-Roma Middle School, May 6
- The Academies & High School Projects conducted New Student Parent Orientations for the Pecan and Mid Valley Campus's 2021-2023 Cohorts via the Zoom Platform.

Campus	Date	Attendance
Pecan	May 18th	60
Mid Valley	May 20th	45

- Staff conducted the following case management:

Location	Case Management Sessions
Pecan	62
Mid Valley	13
Starr	5

- Staff conducted registration of one hundred forty-six (146) New Dual Enrollment Academy Students, May 17-21
- Staff attended the UTSA Roundtable Discussion Meeting with PREP Central Office Staff and other Site Directors from Texas and other states, May 19
- The Academies & High School Projects conducted New Student Orientations for the Pecan and Mid Valley Campus's 2021-2023 Cohorts via the Zoom Platform.

Campus	Academy	Date
Mid Valley	DEEA	May 27
Pecan	DEEA	May 28
Mid Valley	DEMSA & DEBAA	May 28

- Staff attended the UTSA PREP Curriculum Pre-Approval Meeting, May 26

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director, Dean and Relations Manager participated in a review of feedback provided by department chairs as part of the effort to address student academic performance, May 5
- Pathways Staff is preparing Summer Bridge Presentations which will include 18 virtual sessions. Invitations were extended to Program Chairs to provide prospective student's insight on College-level course expectations.
- Director and Dual Credit Programs Dean held a virtual meeting with the Admissions Department to identify and seek improvement opportunities on validating prospective dual credit students as well as overall customer service and experience, May 20
- The following meetings were held and/or attended by the Dual Credit Pathways Staff:

Meeting Type	School/ISD	DCP Team
Parent Meeting	Edinburg High School	Pecan Staff
Student Advising	Sharyland A3	Starr County Staff
Student Advising	La Joya T-STEM	Starr County Staff
Student Advising	Donna ISD	Mid-Valley Staff
Student Advising: Majors/Degree Selection	La Joya ISD	Starr County Staff
Student Advising	PSJA Memorial	Pecan Staff
Jag/Degree works Training	La Joya ISD	Pecan Staff
Student Advising	Edcouch Elsa HS/ECHS	Mid-Valley Staff
Educate Texas Leadership Meeting	Palmview TSTEM	Pecan Staff
Student Advising	Donna HS TSTEM	Mid Valley Staff
Leadership Meeting	Vanguard Beethoven	Pecan Staff
Educate Texas Leadership Meeting	Donna ISD	Pecan Staff
TEA Leadership Meeting	Donna HS T-STEM	Mid-Valley Staff
TEA Leadership Meeting	Donna North T-STEM	Mid-Valley Staff
Student Advising Session	Donna ECHS	Pecan Staff

- Pathways Department completed the necessary updates and emailed the Dual Credit Programs Designated High Schools Interlocal Agreements for 2021-2022 academic school year.
- Director participated in DM&I Committee meeting which included a presentation by Zogotech, May 25
- Director and Dean participated in a virtual call with Enrollment services to discuss Dual Credit Programs Enrollment Timelines, May 25

RELATIONS MANAGER'S REPORT:

- Coordinated logistics for the Summer Bash Program Fair to be held August 5-7, 2021 at the Starr, Mid Valley, and Pecan Campuses
- Coordinated STC Virtual Program Fair that was held the week of May 17-24, 2021
- Assisted with reformatting Dual Credit Programs 2021-2022 Textbook List
- Worked on logistics for the 2022 National Summit for Dual Credit Programs conference
- Continued marketing the 2021 Youth Camps
- Assisted Pathways department with Virtual Bridge Orientation logistics
- Worked on the Jaguar Journey Student Booklet

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean and OPOD Manager met with outside consultant to discuss workshop opportunities to offer STC faculty and staff for upcoming events, May 3
- Associate Dean met with Associate Professor of English to discuss professional development opportunities for the department, May 3
- OPOD Manager met with several members of committee for Faculty of the Year to discuss the nominations and processes for the selection, May 4
- Associate Dean and OPOD Manager met to discuss upcoming South Texas Leadership Academy, May 4
- OPOD Manager met several members of committee for Distinguished Teaching & Learning to discuss the nominations and processes for the selection, May 5
- OPOD Team met with Faculty Secretary for Mexican American Studies to discuss assistance that can be offered to department, May 10
- OPOD Team attended monthly STC Tech Support Committee meeting, May 12
- Associate Dean and OPOD Manager attended Distinguished Teaching and Learning Award presentations from nominated faculty, May 13
- OPOD Team, Service Delivery Manager for Information Technology met with Microsoft consultants to discuss upcoming training workshops to be offered to

ACADEMIES AND TRAININGS:

- Intentional Communication & Teaming workshop was facilitated by outside consultant to staff members of Counseling Service Department, May 2

PROGRAMS IN DEVELOPMENT:

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

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Weslaco PD hosted DPS/Police training at MVC, May 4-5
- Student Activities hosted SGA Gala for MV SGA students, May 6
- Hosted Mid Valley Campus Reading Committee Meeting, May 18
- Participated in President Interview Forum, May 18-19
- Participated in Academic Leadership Team Meeting, May 20
- MV Faculty & Staff Annual Spring BBQ, May 21
- Construction Management Training, May 27
- Student Activities hosted FYC Orientation, May 27
- Hosted meeting with EEISD Superintendent/Asst. Superintendent to discuss courses for Fall 2021, May 28
- Student Activities distributed items from food pantry to students, various dates

COMMUNITY ENGAGEMENT:

- Attended Weslaco Museum Board Mother's Day Luncheon, May 8
- Attended Weslaco Museum Board Meeting, May 20

ENROLLMENT ACTIVITIES:

- Dual2Degree participated in Financial Aid/Enrollment Application Fair at Donna North, May 3
- Registered students virtually, May 3-7
- Virtual Student Registration Event, May 7
- Met with several Faculty, Staff, Student and Community members to assist with campus enrollment.
    - Met with Admissions Dept. regarding class requests for Summer/Fall 2021, various dates
    - Hosted 2 college presentation to incoming students, May 25
    - Contacted EDUC and MATH Depts. Regarding courses requested for Fall 2021, May 28
- Dual2Degree hosted:
    - Donna North Fast Track Event, May 18
    - Weslaco Idea Fast Track Event, May 21
    - Donna HS Fast Track Event, May 21
- Met with LA Dean and Art Faculty to review schedule and relocate classrooms for Fall 2021, May 25

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended virtual Roma ISD special school board meeting.
- Continued work with Starr County Community Coalition.
- Committed to Roma ISD drive through career day.
- Worked with RGCCISD School Health Advisory Council for future events and strategies.
- Attended Zoom meeting with RGCCISD as member of the School Health Advisory Council to begin discussions on student health both physical & mental.
- Participated as guest speaker at RGCCISD CATE graduation ceremony held at the Starr County Campus auditorium
- Met with CATE Director RGCCISD to conform summer camps for June 2021 on campus.
- Met with Grulla High School principal to coordinate more events for recruiting purposes.

COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods.

ENROLLMENT ACTIVITIES:

- Planned for Roma ISD college day for graduating recruiting seniors drive-thru event at High School.
- Worked with Director of Counseling for RGCCISD to recruit high school students.
- Reached out to Roma ISD workforce education regarding EMT programs for Fall 2021.
- Continued contacting students via phone calls to register now for Fall 2021 semester.
- Promoted Electrical Assistant program on campus at Roma ISD.
- Attended Student government Association and Leadership Academy for closing 2021 spring semester and attempt to recruit continuation.
- Took down signs across campus to comply with Governor's Executive Order and informed students that the college is open for business.
- Met with Public Relations Office to begin designing recruiting flyers.
- Attended Roma HS drive thru college day event to recruit students for Fall semester.
- Continued reaching out to students to register now for summer/fall 2021.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Starfish Administrator to discuss the role of the Curriculum Department in the Starfish application and provided feedback on the implementation process of instructional applications.

- Attended the THECB SB25 Recommend Course Sequence Reporting and Submission Webinar which covered the expectations of the colleges with regards to reporting of course sequences for academic programs.
- Attended the Council of Chairs meeting to present on the Student Statistics feature in Concourse that will be available to faculty starting Summer 2021 and to provide information regarding Summer syllabi.
- Attended the Dean's meeting to review/discuss the Spring 2022 Instructional Plan and guidelines for Merging of Courses.
- Met with the Dean of Institutional Research, Effectiveness and Strategic Planning to review and discuss the Faculty Handbook revisions and incorporate recent updates from the SACSCOC Substantive Change Policy.
- Attended the EWDC Board Committee meeting to co-present with the Associate Dean of Industry Training and Economic Development on the proposed Production, Logistics & Maintenance Technician non-credit certificate.
- Attended the Academic Affairs Leadership Team Meeting to discuss The Oz Principles and discussion regarding accountability.
- Attended the Substantive Change Committee meeting to discuss recent updates to the Substantive Change Policy and the impact on CBE and Distance Learning course offerings.
- Virtually attended the STC Board of Trustees meeting in case questions regarding the Academic Calendar for AY22-23 or the proposed non-credit Production, Logistics & Maintenance Technician certificate came up.
- Met with the program developer for Geospatial Engineering Technology to respond to questions from the Dean of BPST and correct discrepancies in the proposal. Finalized updates to the proposal and forwarded to the OVPAA's office for review.
- Worked on updating the Resource Materials and Budget Templates for the new academic year.
- Worked on the Letters of Intent to Texas Workforce Solutions and Higher Education Regional Council for the proposed Production, Logistics & Maintenance Technician non-credit certificate.
- Submitted the approved non-credit Production, Logistics & Maintenance Technician certificate through the CBPass portal for THECB approval.
- Added escrow credit tables for the Basic County Corrections and Basic Telecommunicator Licensing certifications to the online catalog, as per the Law Enforcement Chair.
- Worked on the SB25 initiative regarding recommended course sequence templates for THECB; completed the following in the month of May: Drama, Business Administration, Communication (Speech & ADPR), English, History, Interdisciplinary Studies, Language & Cultural Studies (ASL & Spanish), Mexican American Studies, and Philosophy and BASOL curriculums.
- Updated the STC transferable courses in the Texas Common Course Numbering System based on the new academic year's curriculum revisions.
- Updated the course descriptions for INRW 0020 and ENGL 1301 master templates and Summer section outlines in Concourse.
- Attended the ADN Scheduling and Management Report training for the Associate Degree Nursing department and answered questions related to the scheduling process. A Scheduling Training was conducted for the staff/faculty present.
- Began reviewing and revising procedures for the conversion of Continuing Education credits to semester credit hours for ACGM courses; started working on an equivalency form to establish procedures for documenting the conversion for SACSCOC compliance.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended the SB25 Recommended Course Sequence Reporting and Submission webinar meeting to review the requirements and process for reporting of recommended course sequence information for Fall 2021.
- Assisted with the syllabi test feeds in Concourse to review and troubleshoot errors for Summer 2021.
- Audited the workforce programs that have stackable credentials (CT1, CT2, AAS) to determine how many certificates have courses that do not transfer into their respective AAS. This information will be made available to program chairs in the Fall to revise curriculums, if needed.
- Generated the Spring 2022 First Review course schedules by Division to be distributed to Deans/Chairs for review. The first review deadline is June 30. Began the review and update of expanded times and the deletion of canceled courses in Banner.
- Audited the Fall 2021 schedule for instructional method, instruction mode, and attributes discrepancies; adjusted as needed to ensure accuracy in the course schedule.

- Continued to work on the 2021-2022 Faculty Handbook which included email correspondences with content owners and updating any recently modified board policies.
- Attended the ADN Scheduling and Management Reporting Training/Meeting held by the Nursing program chair where the scheduling team presented on the scheduling process, guidelines, and best practices.
- Audited the College's technical degrees and certificates against the Texas Higher Education Coordinating Board inventory database.
- Finalized the Department of Education/THECB forms for program updates and submitted to the Director of Student Financial Services for final review and submission to the Department of Education.
- Audited the course permissions in SmartEvals to ensure all active courses are properly assigned to the respective department.
- Held two Concourse Syllabi Online Training in the month of May: 6 faculty attended.
- Managed course evaluations in SmartEvals which included drop uploads, updates, and email reminders to faculty and students.

Session	Final Response Rate
N3_M3	58%
N9	4%
Reg	36%
M0	19%
K2_N13	25%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with GDMC Officer and Academic Initiatives & Special Project Officer to discuss Perkins Grant documentation for reporting.
- Curriculum AA to review learning outcome documentation in Concourse and to troubleshoot issues.
- Liberal Arts Dean to discuss AAC&U 2021 Institute on Teaching and Learning Virtual Conference.
- DHSI Grant Starfish Administrator as part of onboarding orientation to the Learning Outcomes Department.
- Participated in Using Knowbly's Widgets Creatively Webinar to research faculty website resource options.
- Met with the Dean and Director of Distance Learning to discuss assignment tagging options available in Blackboard Ultra. Planned follow-up with Blackboard and EAC.
- PR & Marketing Specialist on revisions to Learning Outcomes Web page.
- Participated in the President's Administrative Staff meeting.
- Met with the Program Chair and faculty members from Business Administration and Accounting to resolve JagPRIDE and PLO Assessment Plan alignment concerns.
- IT to troubleshoot accuracy concerns in the Argos PLO Signature and Data Submission Reports.
- Participated in Academic Affairs Leadership Team Meeting.
- Met with the Program Chair and faculty members from Business Administration and Management to resolve JagPRIDE and PLO Assessment Plan alignment concerns.
- The Office of Professional Development on the This I Believe video recording for College-Wide.
- Met with IT to discuss application purchases and alignment to department goals.
- Purchasing and Barnes and Noble to finalize procurements.
- Associate Dean of OPOD to review prior ALA project, ideas to improve campus communication, options to celebrate the efforts of the custodial staff during the pandemic, and ALC scheduling.
- Met with IT to discuss pending service tickets and plan for spring 2021 data cloning project.
- Participated in AAC&U Grant meeting to discuss timeline and deliverables to meet August deadline.
- Completed EverFi Human Resource training modules for Preventing Harassment and Discrimination: Non-Supervisors, Building Supportive Communities: Clery Act and Title IX, and CoC: Workplace Conduct.
- Met with IT to develop a timeline and prioritized list of service requests to update JagPRIDE and expand functionality. All tickets for the remaining academic year have been submitted with a summary of requests and future projects were shared with IT.

Projects:

- JagPRIDE Launch: Assisted program chairs and faculty with JagPRIDE navigation and ran Argos Audit Reports. Provided faculty and program chair training for the updated PLO data submission process. Implemented daily audits to test the application functionality and troubleshoot issues. Provided program chairs daily updates on pending data. Data submission was due Monday, May 17. The data submissions are as follows:
    - Core Objectives: 100%
    - Program Learning Outcomes: 100%
    - Closed JagPRIDE Application to prepare for spring 2021 data cloning and summer I and III data load.
- JagPRIDE PLO Rewrite: Completed 100% of the mass activity inserts. Pending follow-up from IT to be able to roll over activities to subsequent terms.
- 2020-2023 PLO Assessment Plans: Completed all revisions and updated Share Drive and One Drive folders. Pending the completion of PLO Improvement Plans and cloned spring 2021 data to add to the Assessment Plans.
- JagPRIDE Argos Reporting: Collaborating with IT to troubleshoot inaccuracies in reporting. PLO Signature report complete. Pending PLO Data Submission revisions.
- 2020-2023 PLO Assessment Plans: Revisions based on program requests and completed fall-to-fall improvement plans. Updated 50% of the Social Behavioral Sciences Assessment Plans.
- Faculty Handbook Revisions – Completed and submitted Learning Outcomes Assessment summary and Chair Responsibilities.
- Website: Drafted revised User Guides for PLOs and Core Objectives. Collaborated with PR to update staff information and remove resources with nonfunctional links.
- Perkins Grant: Completed and submitted an overview of the Data Summit process, resources, department roles, and summary of collected data for grant reporting.
- Fall-to-Fall PLO Improvement Plans: Preparing targeted program chair training to finalize improvement plans by the beginning of fall 2021 with implementation in fall 2021. Developing an additional Improvement Plan Reference Guide. Exported and uploaded 2021 Data Summit Formstack surveys to program folders in OneDrive to serve as a further resource for programs.
- Academic Affairs Comprehensive Operational Plan: Met with participating program chairs and faculty, collected student feedback, updated share drive, and provided a status report to IVPAA. Drafted spreadsheet with student and faculty feedback by department.
- Website: Updated contact information, due dates and removed inactive resource links. Planning a meeting with PR to revise site with interactive tutorials and resources and maintain ADA compliance. Developed video tutorial embedded in Articulate 360 to test delivery options. Completed the PR Project Plan and pending further training to develop internal website.
- Budget: Finalized purchases and requisitions for the 2020-2021 Academic Year.
- Concourse Learning Outcomes Update: Updating Course Learning Outcomes, Core Objectives, and Program Learning Outcomes on each Master Syllabi. Completion planned for the beginning of the fall 2021 semester.
- Learning Outcomes Share Drive: Reviewed folders and tagged documents to reorganize documentation organization and improve effectiveness/efficiency for everyday use and accreditation.

Reports:

- Drafted division improvement plan audit report to target pending information.

TITLE V GRANT & PROJECTS:

- Met with IVPAA and Academic Affairs Project Manager to plan the transition of the Active Learning Classroom scheduling and inventory. Potentially, hiring a specialist to oversee this project and FLAC is an option.
- Initiated inventory for the 16 ALCs and grant procurements in compliance with Universal Grant Guidelines from the Office of Management and Budget (OMB) and South Texas College Purchasing Department protocols. Pecan, Starr, and Tech Campuses are complete, 11 out of 16.
- Planned official grant close out and documentation storage for audit compliance with Risk Management and Department of Education guidelines.
- Planned transition of duties for the Active Learning Classrooms and Financial Literacy, as well as on-going evaluation plans of institutionalized initiatives.
- Scheduled summer and fall courses into Active Learning Classrooms.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Updated existing sponsor list for mail-out. Created sponsorship renewal and non-renewal request letters. Mailed out Sponsorship Request booklet with letters to new and renewal sponsors. Began Processing 16th Annual ANTWS donations
    - Cash Donations: $4,200.00
    - Cash Pledged: $2,500.00
    - In-Kind Donations: $5,000.00
- **Meetings** – Held the Academic Excellence Virtual End of Semester Celebration, May 4
- **Retention** – Assisted students with registration, degree plans and financial aid.
- **Recruitment** – Sent out Acceptance and Rejection Letters to Valley Scholars Applicants. Set up Microsoft Teams Appointments system for qualified applicants to set up an appointment to meet with Student Success Specialist. Began meeting with qualified Valley Scholars applicants to review contract.
- **Administrative –** Cleared out our offices for the Dean of Dual Credit and her AA for temporary move from their office. Sent student employment opportunities to all AE students. Helped students with questions regarding DW application process. Working on completing EVERFI mandatory employee training modules

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Student officers conducted a calling campaign for new members and promote student engagement.
- **Meetings** – Held PTK officer elections, May 26. Conducted PTK General Meeting, May 27
- **Scholarship -** Awarded Phi Theta Kappa Golden Opportunity Scholarship to student unable to pay chapter dues.
- **Administrative** –Processed new membership dues. Sent PTK officer applications and elections reminder to students in chapter.

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.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Teams meeting with Dr. Brett Millan and Dr. Christopher Nelson covering the history of Starfish at South Texas College and future strategies to evaluate, May 3
- Met with Learning Outcomes Director to discuss Learning Outcomes and Starfish connections, May 4
- Met with Curriculum Director to discuss Curriculum and Starfish connections, May 4
- Met with the following to discuss Starfish Goals aligning with respective Divisions/Departments/Students
    - Dean of Social & Behavioral Sciences Division, May 5
    - Dean of Math, Science, IT & Bachelor Programs, May 5
    - Dean of Dual Credit Programs and DCP Directors, May 5
    - Dean of Business, Public Safety & Technology, May 6
    - Starr County Campus Administrator, May 6
    - Mid-Valley Campus Administrator, May 6
    - Dean of Distance Learning, May 7
- Met with OPOD to discuss strategic goals and needs of Starfish and opportunities for collaboration, May 7
- Reviewed research data from Faculty Survey conducted in Spring 2021, analysis discussion with RAS and IEA staff, May 17
- Met with PR regarding STC Starfish Web pages, May 18

- Met to discuss Starfish Update within the DHSI Grant, May 19
- Attended a live discussion with CLE Director and staff members, May 20
- Teams meeting to discuss Starfish and Banner interactions, May 21

PROJECTS:

- Website design, review, and updating for "new look" in digital signage to introduce for Fall 2021
- Starfish Administrator Training Program, updating key components for students
- Plan, organize, and design faculty training options in OPOD system for Fall 2021
- Updating Management, Communication, and Operational Plans for Starfish Communication App Fall 2021
- Coordinated meeting with UTSA for discussion of their usage of Starfish for student success
- Revise Starfish student assignment and create video development for student access
- Starfish Flag design, wording of kudos and marketing development programs

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Grant Support and Development
    - Met with Deans and Project Managers to discuss role in supporting their grant needs.
    - Deans requested more communication; support in finding grant opportunities aligned with program needs.
    - Additionally, more grant funding support was requested for Culinary Arts, Welding, and Manufacturing Technology to replace outdated equipment.

  <u>TWC JET Grant</u>:
    - Met with Grants, AEDT Program Chair and Dean for BPST to discuss budget and items being requested;
    - Per Grants, consumables will be covered in this application;
    - Participated in additional meetings with the Grants office and Dean for BPST to review and discuss TWC JET Grant and review proposal.
    - The Dean for BPST requested equipment to support the AEDT program (3D Printer, an Augmented Reality sandbox, and accessories) in the amount of $350,000. The grant was submitted by the deadline of May 18

  <u>TWC Building Construction Trades</u>:
    - This was a joint application between the Continuing Education department's Plumbing program and BPST's Electrician Technology program.
    - The initiative will include two cohorts with an NCCER training embedded in each course, which will lead to a Level 1 credential and 10-hour OSHA certification.
    - Amount requested for ELPT program was approximately $90,000.
    - The grant was submitted by the deadline of May 19

  <u>HSI Grant</u>:
    - Reviewed prospectus received from the Grants office.
    - Participated in a meeting scheduled by the Grants office; the Dean for MSITB, Project Manager, and Program Chairs for Biology, Chemistry and Physics were also in attendance.
    - The grant for this new funding year is focused in STEM programs; however, because the grant proposal is due June 15, the Dean and Chairs agreed that there was not enough time to research and write a strong proposal. The group agreed to wait until the next funding year; however, we will start planning and writing well ahead of time.
- Perkins Grant
    - Reviewed email received from the Grants office regarding upcoming application year (FY22 Basic Application); deadline to submit draft is May 17; however, the RFP has not been announced; forwarded the information to Deans, Project Managers and Program Chairs;
    - Met with CDEC Program Chair to discuss pending NOEs for FY21 funding;
    - Reviewed and responded to email reminder received from the Grants office regarding upcoming application year (FY22 Basic Application);

    - Emailed the Project Managers (Co-Liaisons) reminding them of upcoming deadline. However, some responded that they were busy organizing and/or attending campus events; therefore, an extension was requested from the grants office and granted; the new deadline was extended to May 19th.
    - Received quotes from NAH for equipment and included the information on the FY22 draft application.
    - THECB has not released the request for proposals; however, we are working to ensure everything is ready by the time it is announced;
    - Held our monthly Co-Liaisons meeting to discuss challenges, status, and answer questions;
    - Participated in meeting with Grants office to discuss special assignments for Perkins Basic Internships;
    - Communicated with Project Managers and Program Chairs regarding Perkins Basic application draft; requested updates; quotes, changes, etc.
    - Spoke with Grants Compliance Specialist to discuss status of draft feedback, recommendations, etc.
    - Worked on Internship spreadsheet, reviewed NOEs and supporting documents.
- CAEL Grant
    - Participated in the CAEL LASS Membership meeting. Participants were informed that as part of the CAEL grant, STC has 15 memberships available.
    - The website provides tips, research, and data that can be used by members.
- DHSI Grant
    - Met with the Starfish Administrator to provide guidance and information regarding activities, etc.
    - Participated in InfoTrack meeting to learn about the training
        - Observer and Trainer Certifications are available; this will be scheduled end of May or early June to kick-off the sessions;
        - Length of visit will be 3 consecutive days;
        - InfoTrack would like to schedule student focus groups the first week of June to launch diagnostics;
        - InfoTrack would also like STC to provide documents and grant requirements so that they can review 2-weeks before the trainings begin. Target date is the 21st of May to have documents to them;
        - 20 participants will participate in the training before fall semester; however, it was suggested that the best time would be in October to launch the next meeting.
- AAC&U Strengthening Guided Pathways Grant
    - Reviewed email from Business Office regarding grant – to date no expenses have been expedited, and they are still waiting for updates regarding report dates and templates from the PI (Dean for LA).
    - Followed up with Dean, who assured that the funding and reports would be completed by end of July.
- The Texas Education Agency, Pathways Aligned to Health Science (PATHS) Project – A Collaborative Project with Region One
    - Reviewed email from Dean for NAH regarding PATH Project contract;
    - Reviewed communications between RDMC and NAH regarding contract and deliverables;
    - Region One will pay NAH faculty $30,000. The purpose of the PATHS collaborative project goal is to:
        - provide support services and experiences for high school students interested in articulating into a health science pathway.
        - NAH will assist high school districts in understanding the healthcare programs available to students and the kinds of curricular and extra-curricular activities needed for students to succeed in healthcare fields. The funds will be used to support the sessions for advisors and counselors across Hidalgo and Starr Counties – who will be provided with presentations, videos and distribution of materials and supplies for participants to maximize experience in acquiring integral healthcare field content.
    - The funding period is from June 1, 2021, to August 31, 2021.

INITIATIVES:

- IE Plan:
    - Met with IVPAA to review and revise the 2021-2023 IE Plan for the Academic Affairs Division.
    - Team met and discussed the Plan. Additional edits will be made and uploaded to Xitracs.
- Excelencia in Education:
    - Participated in 6-month Leadership Check-in Virtual Convening;
    - Participants shared accomplishments and challenges.

- Professional Development:
    - Participated in Workshop 184409: Best Practices in Post Award Grant Program & Fiscal Compliance;
    - Participated in Returning to In-Person Learning Support Students, Especially those with Disabilities through Intensive Instruction, Effective Learning Environments and family Engagement Webinar.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted Academic Excellence with "A Night with the Stars" Sponsorship Request booklet, cover letters, and mailing lists
- Assisted OPOD with theme and design for STLA
- Continued to coordinate recognition of retiring faculty
    - Coordinated video recordings for Deans' messages
    - Finalized and distributed announcement via Faculty/Staff News
    - Finalized talking points and video for recognition of retiring faculty during graduation ceremony
- Continued to coordinate STC & UTRGV Collaborative activities
    - Assisted with request for Progress Reports from Workgroups
    - Created logo for Collaborative
    - Developed Highlight featuring Progress Check Meeting
- Revised Dual Credit Taskforce Status Report of Action Items
- Reviewed articulation agreement with Laredo College
- Assisted with coordination of agenda and handouts for Deans Meeting
- Assisted with coordination of agenda for Leadership Team Meeting
- Assisted with coordination of virtual graduation ceremony
- Began updating web content for Fall 2021 semester
- Completed edits of 2021 Bachelor Programs Annual Report
- League of Innovation Awards
    - Coordinated distribution of certificates and medallions
    - Developed one-page summary featuring award recipients
- Assisted with Letters of Intent for PLMT Continuing Education Certificate
- Assisted with design of new logo for OVPAA News
- Began coordinating logo to recognize exemplary leadership
- Developed process flow chart, revised/edited, and coordinated accessibility conversion of CBE Student Handbook
- Developed and distributed announcement of Chair Assignments for AY 21-22
- Edited PPT for Academic Affairs Leadership Team Meeting
- Finalized and submitted Monthly Activity Report for Academic Affairs Division
- Finalized CBE Certification forms
- Finalized College Service Hours forms
- Began coordinating agenda for June Academic Council Meeting
- Developed Academic Affairs Highlights
    - Academic Affairs Leadership Team Meeting
    - Distance Learning
    - Kinesiology Program
    - ACTA (revised)
- Created Non-Credit to Credit Proposal Approval Form
- Developed draft of Open Educational Resources presentation for EWD Committee Meeting
- Reviewed and provided edits: Geospatial Engineering Technology Program Development Packet
- Submitted Off-Campus Instructional Plan to THECB-Higher Education Regional Council
- Updated PowerPoint templates for Academic Affairs Strategic Planning Workshop
- Worked on updates to Prior Learning Assessment Guidelines and Procedures Manual

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
    - FLAC (N9/N11/N15) records locked and acknowledged= 1
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Mid-Valley Campus: Automotive, Culinary Arts, HVAC, and Welding expansion
    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
    - Pecan Campus: D-107 Suite (carpet and walls)
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Pecan Plaza: Dance Studio Expansion
    - Pecan Campus: PB-10B Engineering Model Car Workshop
    - Regional Center: Fencing and Lighting
    - Technology Campus: Master Plan for buildings A and B
    - Starr County Campus: Welding Lab Expansion
    - Move/Setup Request 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
- Finalized revisions to Spring 2021 Graduation Program
- Assisted with finalizing NAH Division Letter of Appointments
- Assisted with finalizing Summer 2021 Payroll Calendar

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
    - Support Staff training PowerPoint art
    - Checklist for Summer Rehires Adjunct and Lecturer to Adjunct form artwork
    - Intent to Rehire form for Human Resources artwork
    - Began creating artwork for Oz Principle Badge
    - News from the OVPAA email banner artwork
    - Continued working on Oz Principle Badge artwork
    - Assisted with general PowerPoint artwork
    - Prior Learning Assessment Artwork
    - 2021-2022 Faculty Handbook cover page artwork
- Assisted OPOD with cover design artwork
    - South Texas Leadership Academy for Staff
    - Spring 2021 FOCUS Academy cover update
- Assisted Academic Excellence with artwork for "A Night with the Stars"
- Made content updates/changes to "A Night with the Stars" Sponsorship Request booklet for Academic Excellence
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners

MEETINGS:

- Attended Coordinated Operations Council meeting via Teams, May 4
- Attended the Live Demo of Fire Vehicle at the RCPSE, May 5
- Met with FPC, Architect, Contractor, and Kinesiology department regarding the Pecan Plaza Kinesiology Renovation Phase I Pre-Construction meeting, May 5
- Met with FPC, Architect, Contractor, and Physics department regarding the Pecan Campus Building G- Physical Science Classroom Conversion Pre-Construction meeting, May 5
- Met with Dean for BPST, FPC, and Architect for walk-through of Tech Campus Master Plan Bldgs A & B, May 5
- Attended the Maxient Bootcamp via Zoom, May 6

- Met virtually with Dean for BPST regarding updates on Cosmetology and FY22 Staffing Plan, May 6
- Met with IVPAA, Dean for NAH, and HR to discuss NAH Summer Extension Letter of Appointment, May 7
- Met virtually to review and discuss Title IX Cases - Students, May 7
- Attended logistics meeting for virtual graduation ceremony, May 10
- Met virtually with TNG Partner to discuss upcoming Title IX Mock Hearing Training, May 10
- Met with VPFAS, HR, and IS&P to discuss NOE automation for hybrids and special assignments, May 10
- Met with Dean for BPST and Director of RCPSE to discuss fire car simulator training fee, May 10
- Met with FPC, Dean for BPST, and EGV Architects regarding Tech Campus Bldgs A & B Master Plan, May 10
- Participated in the Title IX Mock Hearing Training held at the Cooper Center, May 11
- Attended virtual graduation ceremony run-through, May 12
- Attended planning meeting for next Leadership Team Meeting, May 12
- Met virtually with Dean for BPST and Director of RCPSE to discuss fire car pro cost outline, May 12
- Met with FPC, Maintenance, and Physics department regarding test ramps for PCN PB-10B Engineering Model Car, May 13
- Met with Office Administration department regarding innovative learning space for labs, May 13
- Attended EWD Committee Meeting via Teams, May 17
- Met with IVPAA and AGPI to discuss data needs for grants, May 18
- Met with Academic Excellence staff regarding upcoming events, May 19
- Met with Dean for BPST and FPC to discuss Technology Campus- Buildings A & B Master Plan, May 19
- Attended Academic Affairs Leadership Team Meeting, May 20
- Attended Virtual CPR/AED/First Aid Training provided by STC DPS, May 21
- On-site visit to Del Mar College regarding Cosmetology Program, May 21
- Meeting with Dean for BPST, Fire Science Chair, and RCPSE Director to discuss fees for Fire Car, May 24
- Meeting with Dean for BPST to discuss the Master Plan for Technology Buildings A & B, May 24
- Meeting to discuss the ADN Scheduling and Management Report Training, May 26
- Met with FPC to evaluate college-wide Capital Improvement Plans, May 26
- Meeting with Dean for BPST to discuss the Master Plan for Technology Buildings A & B, May 26
- Met with GDMC Office and AIPO to discuss special assignments for Perkins Basic Internships, May 26
- Met with BPST PM and Office Administration Chair to discuss proposed changes to classrooms and labs, May 27
- Met with IVPAA and Learning Outcomes Director to discuss Active Learning Classrooms, May 27
- Met with FAS PM to discuss FY22 Staffing Plan Request changes, May 27
- Meeting with Dean for BPST to discuss the Master Plan for Technology Buildings A & B, May 27

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. DAVID C. PLUMMER, INTERIM PRESIDENT

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

DATE: JUNE 22, 2021

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

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Banner Self Service 9 project includes a database upgrade to Oracle 19c which is expected to be completed in February 2022. Also, as part of this project the in-house self-service apps created under the previous version will be enhanced. The changes to the Service Student Obligation Acknowledgments, Payroll Distribution Report, and Sick Leave Pool apps are being tested and will go live as soon as the testing is complete. The rest of the enhanced self-service applications will be launched using a phased approach through the rest of the year.

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 go back to normal.

DEGREE WORKS

The DegreeWorks upgrade will allow STC and other HE 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. This project is expected to be ready for testing in July and will go live in the fall once the start of semester is over. The team expects to collaborate with UTRGV and Alamo College to be the first to automate transfer degree planning and equivalency.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT team continues to hold weekly meetings with the TJC technical team to coordinate the next steps and the installation plan to build a DR site at TJC. One of the next steps in this project is to secure a date with STC's Internet provider for the installation of the new fiber to connect to the TJC site. At the same time, services to transport the network and server equipment to each other's datacenter locations are being finalized. The proposed dates for transportation and installation will be discussed on the next meeting scheduled for June 11. 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 Star 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 engineering services agreement has been executed and budget transfers completed to design and install a new gas generator for the building M datacenter. The new gas generator is expected to be functional by December 2021. 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.

OFFICE 365 MIGRATION

The MS Teams adoption continues to grow among students, faculty, and staff who use this solution to conduct virtual meetings, classes, online symposiums, conferences, and outreach events, among others. Additionally, 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 in combination with MS Teams to support students from home.

VIRTUALIZATION PHASE II

The IT team continued to work on adding the new hardware that will provide additional resources for improved virtual server performance and capacity.

The IT team downloaded and installed the new enterprise licenses to the current virtual desktop environment and was able to virtualize SolidWorks, an instructional software used by the engineering department. Additional software will be virtualized and tested over the summer with the support and collaboration of faculty. Also, this project will be presented during June's both Academic Counsel and Planning and Development Council to compile feedback.

APPLICATION TEST SERVERS UPGRADE

The IT team was able to proceed with the software installation after the issues with the downloads were fixed. Additionally, the team downloaded and installed the software updates for the new server hardware. The networking connectivity components were also configured in order to be able to manage the servers remotely. The IT team will continue to monitor the performance on these servers.

JABBER IMPLEMENTATION

The IT team deployed the Jabber software to every STC owned laptop district wide and made the jabber application part of the IT laptop baseline. The team continued reaching out to several departments for the installation of this software and an additional 267 Jabber user profiles were configured. The IT Department is formalizing the internal process to uniformly provision Jabber as a service to the STC community.

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

- Performed a health check to our vulnerability scanning solution with vendor.
- 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

- Launched the Data Security & Privacy Information Security Training with all other HR trainings as well using EVERFI.
- Additionally, we coordinated with Human Resources management to consolidate all of the required employee training for ease of compliance reporting and helped with cost of the training.
- The bill does not require us to report completion of cybersecurity awareness training a t 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.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

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

- McAfee MVISION DLP on the CASB environment is 100% configured. 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:

- 5/03/2021: CCUMC Presentation Proposal, ET Project Updates
- 5/04/2021: Coordinated Operations Council Meeting, Council of Chairs
- 5/05/2021: CCUMC Proposal Prep, Review of Pecan Library, Review of
- 5/06/2021: ET Director One-on-One, Connecting in the Cloud Leadership Series
- 5/07/2021: ET Leadership Meeting, FDDLC Meeting, President's Administrative Staff Meeting,
- 5/10/2021: ET Project Updates
- 5/11/2021: CIC: Administration Interest Group on Labor Challenges
- 5/12/2021: Commencement Ceremony Walk Through
- 5/13/2021: ET Leadership Meeting
- 5/17/2021: ET Project Updates, CCUMC Proposal Submission
- 5/18/2021: RCPSE walkthrough
- 5/19/2021: Coffee Collaborative
- 5/20/2021: Connecting in the Cloud Technician Series Audio, LLSS Ad
- 5/21/2021: Power Apps, LLSS Administrator Meeting
- 5/24/2021: ET Project Updates
- 5/25/2021: Connecting in the Cloud Interest Group: Leadership
- 5/27/2021: CCUMC Professional Development Committee, Pecan Library Renovation Working Group
- 5/28/2021: IT Project Status Review Meeting, Electrical, ITS and Specialty Systems

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	89
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**295**

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	391.75
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	1179

MONTHLY COUNTS

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	3	1	0	0	1
Data Projector	22	6	0	0	10
Projector/ Laptop	0	0	0	0	0

Computer	22	6	0	0	0
Microphone (Hand Held)	28	6	0	0	8
Microphone (Lapel)	23	0	0	0	0
RF Remote	0	3	0	0	0
PA System	0	0	0	0	0
TV/ Display	3	2	0	0	12
Screen	0	0	0	0	0
Portable Table	0	0	0	0	6
Keyboard/ Mouse	24	3	0	0	1
Mic Stands	2	2	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	0	0
iPad	3	0	0	0	0
Mixer	3	0	0	0	3
Webcam	0	0	0	0	0
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	1	0	0	0	5
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	2	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	4	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	3	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	9	0	0	0	0
Interactive Display	7	2	0	0	0
PTZ Joystick	5	0	0	0	0
Gooseneck Mic	3	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***167***	***31***	***0***	***0***	***46***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 IE plan objective updates, formatting and presentation.
    - Explored Xitracs content to create a list to help IE assessment partners prepare to support end-of-biennium report via data/survey/et.al.
    - Adjustments to Liberal Arts IE plan hierarchy.
    - Checked plans for compliance with use of appropriate development sections in Xitracs.
- Research on data standards and integrity (including presentation).
    - Working on dual credit data.
    - Identifying inaccurate data and collecting data errors.
- Direct support to different Departments/Divisions for IE plan development or mid-bi report.
- 2021-2023
    - Objectives and links to strategic directions.
    - Rubric templates report.
        - Created templates for each division along with their departments for the new IE cycle.
        - Created template for reviewing IE plan objectives with suggestions to accompany the overall rubric rating.
        - Reviewing IE plans and making notes on questions on areas for improvement.
    - Submission track status – updated the VP IE plan submission Excel report.
    - Short titles for IE plan objectives.
- Questions for good objective, action plan, resource required, and assessment method.
- IE plan reporting timeline development and implementation.
    - Timeline for 2019-2021 IE plan review, improvement, and completion of end-of-biennium reporting cycle.
    - Timeline has been implemented.
- 2019-2021 IE cycle.
    - 84% of IE plans completed.
    - 13% of IE plans partially completed.
    - 3% of IE plans not started.
    - Correcting HTML errors on Xitracs.
- Master COP Excel spreadsheet – modified the format to facilitate reading of initiative.
- IE plan assessment - Focus Group feedback. Report from RAS is expected in the next weeks.
- Cabinet level IE plan integration.
    - All cabinet member IE plans going through final reviews and the Xitracs input process.
- Comprehensive Operation Plan (COP) – finalization and publication on the website.
- Support for program-based accreditation (RN-BSN Re-accreditation).
- Institutional Effectiveness Committee (start-up) - developed a draft set of by-laws for the new Institutional Effectiveness Committee, including purpose, goals, membership, and responsibilities.

MEETINGS / TRAININGS

- QEP follow-up.
    - Changing leadership roles.
    - Starfish documentation.
    - Summer Institute registration information.
- Data Management & Integrity Committee – met for ZOGOTECH presentation.
- Title V - Hispanic Serving Institutions Grant.
- Strategic Planning/IE plan objectives - met to discuss the use of IE plan metrics to supplement existing measures from Banner.
- Academic Calendar (2022-2023) Committee – calendar was adopted by the Board.
- Division (IEA, RAS & IRE) Weekly Meeting
    - Analysis and future presentation of feedback provided by PAS and PDC.
    - QEP assessment considerations.
    - DHSI projects.
    - Data Management and integrity committee initiatives.
    - SACSCOC substantive changes and extracting possible new measurements.
- Ambassadors cross-training academy – After attending weekly sessions Academy ended with the pinning ceremony.
- President's Administrative Staff meeting.
- Coffee collaborative (occasional leadership or participant role).
- Webinars:

    - 2021 AIR Forum.
    - U.S. Department of Education.
    - EverFi mandatory training for all full-time staff and faculty.
- Researched the Evisions/Argos case studies.
- CITI – IRB Training

FACTBOOKS AND DATA PORTAL

- Pass rates and grade distribution report by enrollment and by course type for the data portal.
- Pass rates and grade distribution by term and by course type reports.
- Data release timeline for data portal, factbook, program reviews, and SACSCOC updated.
- Fall to Spring Persistence Rates by Major Report.
- Argos Dashboard/Interactive Charts Updates.

DATA REQUESTS AND SACSCOC

- QEP assessment data support.
    - SAEM VP proposed that all documentation for all of his division's interactions with FTIC students be entered into Starfish in support of the QEP.
    - IEA, RAS, and IRE met with the new Starfish Administrator regarding the faculty survey and exploring the capacity for documentation and double-entry of data.
    - Discuss operational and assessment strategies. Follow-up will identify metrics for review and assignment.
- Substantive change support.
    - Letter to SACSCOC regarding the closing of dual credit high school sites.
    - Feedback regarding the moratorium on new CBE courses/programs pending SACSCOC's STC institutional approval.
    - Reviewed proposed changes to the STC faculty handbook.
- Ad Hoc data discussions with RAS and/or STC constituent(s) – Solution to meet the requirements of each grant.
- Dual credit courses offering Argos reports updated.

PROJECTS

- IE Analyst position hiring – Under the HR department.

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

SACSCOC

- SACSCOC Reaffirmation 2021 – Confirmed dates for verification.
- Off-Campus instructional site closure (Lamar IB, Premier HS, Oratory Athenaeum HS) – Letters ready to be sent to SACSCOC.
- Dual credit meeting with Vanguard Beethoven – Refrain from adding course offerings at site until approval from SACSCOC. Currently they don't count with a functional building.
- Guitar continuing education certificate.
- CBE SACSCOC prospectus.
    - SACS policy regarding CBE discussion with Texas A&M Commerce.
    - Shared list of currently approved CBE courses.
    - Followed up w/ the Office of Academic Affairs to identify the group of individuals who will be assisting in the development of the prospectus for CBE institutional approval.
- Substantive change process – Updating procedures on faculty handbook.

MEETINGS / TRAININGS

- President's Administrative Staff meeting – Revised presentation on the biennium strategic planning update for PAS members.
- Webinar: CBE Juggling Act – Maximizing teaching load, pay scale, and course enrollment caps while scaling CBE programs.
- EVERFI trainings: (1) Code of Conduct; (2) Building Supportive Communities: Cleary Act and Title IX; (3) Preventing Harassment & Discrimination.
- IRE&SP staff weekly meeting.
- ACTA Commissioning Ceremony.
- NISOD Virtual Conference (3-day virtual event).
- Planning and Development Council – Consolidated PDS's feedback for Dean's review.

PROJECTS

- Strategic planning 2021biennium update – Developing table for reviewing.
- Dual credit site report – Completed report on course offering per high school.
- AACU strengthening guided pathways – Finalized action plan for remainder of grant.
- Data dashboards – Requesting vendor to present at the DMI meeting. Presented Dean with a synopsis of DMI meeting.
- Data management & integrity committee.
    - Created subgroup meeting with the high school reporting group.
    - Reviewing dual instruction sites to clean up data errors.
    - Created data dictionary.
    - Met with Dual Credit staff to discuss high school reporting and review data dictionary.

MISCELLANEOUS

- Institutional review board. Dean registered for CITI human subject research certification.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 30%	**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. Updated sketches were circulated for feasibility review. Completed walk-through of temporary library operation spaces at Pecan Building H.		

ACTIVITY HIGHLIGHTS

- Prepared presentation for Coordinated Operations Council on status of Pecan Campus Library Renovation.
- Worked on Texas Council of Academic Libraries conference planning.
- Corresponded with speaker on preparation for LLSS training for August 13.
- Worked on Texas Council of Academic Libraries conference planning.
- Corresponded with Facilities, Planning, & Construction staff and Polices Department staff regarding surveillance proposal for Pecan Campus Library renovation.
- Completed review of 50% Design Document for Pecan Campus Renovation and Expansion and submitted comments to Facilities Planning & Construction.
- Worked on Texas Council of Academic Libraries conference planning.
- Corresponded with selected administrators to plan development of Library and Learning Support Services Advisory Committee.

MEETING HIGHLIGHTS

- Met with IT staff and LLSS staff to discuss status of pending IT-related projects.
- Met with Learning Commons and Open Labs administrators to discuss Pecan Campus Library renovation project timelines and task management platform.
- Met with FPC to discuss library comments to Pecan Campus Library renovation 50% design drawings.
- Participated in meeting with ERO Architects and other STC departments to discuss electrical and mechanical systems and site plans for Pecan Campus Library renovation and expansion.
- Met with Learning Commons and Open Labs staff regarding makerspace planning.
- Participated in Presidential candidate forums and provided feedback.
- Met with Business Office staff to discuss refinement of library account payment processes.
- Participated in meeting with Dean of Business, Public Safety, and Technology to review plans for Library and Learning Support Services areas in Technology Campus masterplan.
- Met with Learning Commons and Open Labs administrators to review status of current and upcoming projects.
- Participated in graduation planning meeting.

- Convened meeting of Texas Council of Academic Libraries Board.
- Met with Business Office staff to discuss refinement of library account payment processes.
- Participated in Coordinated Operations Council meeting.
- Met with FPC, ERO, Facilities Maintenance, and Engineers to discuss proposal for site traffic flow relating to Pecan Campus library renovation and expansion design.
- Met with LLSS administrators to discuss and markup 50% Design Document for Pecan Campus Renovation and Expansion.
- Participated in President's Administrative Staff (PAS) meeting.

TRAINING HIGHLIGHTS

- Participated in Best Practices in Post-Award Grant Program & Fiscal Compliance training.
- Worked on EverFi HR trainings.

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Participated in planning for the E-Reserves project
- Worked with IT gathering quotes for possible laptop program
- Worked with FP&C regarding moves, security cameras, and floor plans.
- Continued working on the Hotspots for TSLAC and CTE grants.
- Worked on renovations

Library Data:

Monthly Statistics

- Reference Questions # __6__
- Active Community Users # __162__
- Visitors # _8,773____
- Library Art Gallery Events # _1__
  - Attendance Synchronous Online # _123__
  - Attendance Asynchronous Online # _677__
- Library Events # __1___
  - Attendance Synchronous # __98___
  - Attendance Asynchronous Online # __63__

EVENT 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 Civil War. Two virtual presentations about the exhibit theme will take place during April.

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** *Ceramic Showdown*	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

Chef Medrano on The Cooking Spot

Speaker: Chef Adán Medrano	**Virtual (Zoom Webinar)**	May 5th 2021 at 11AM

STC Library and the STC Culinary Arts department is thrilled to announce that we will have Chef Adán Medrano as a guest on the Culinary Arts live streaming show The Cooking Spot. Chef Medrano was recently the subject of a documentary about South Texan cuisine, *Truly Texas Mexican*. Chef Medrano is the author of a cookbook of the same name, which you can also find in our library collection! Join us for a special talk and a cooking demonstration.

PROJECT HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 100% Phase II – 100%	**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. After discussion with Business Office and Cashiers staff, it was decided that Business Office systems would be evaluated for use with library bill payments, instead of using BLUEcloud Circ.		
Weed Collection	**Progress:** 54%	**End Date:** August 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:** 92%	**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 and setting up trigger events for email notifications.		
CLE Departmental SharePoint Site	**Progress:** 20%	**End Date:** September 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, the team has begun creating subsite templates and meeting with stakeholders to determine the content for each subsite.		
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 – 38% Phase II – 12% Phase III – 0% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team has had multiple meetings with Open Labs and Library staff and is testing difference configurations to determine the best way to categorize and link item, model, 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) Phase VI – Complete the iPEDS web survey (February)	Phase I – 100% Phase II – 100% Phase III – 100% Phase IV – 100% 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

- Furniture modifications due to COVID-19 restrictions lifted
- VidGrid video for ADN on how to use ProQuest & CINHAL
- Staff member participated in Mayor summer reading program
- Staff member worked on OER presentation
- Library Art Gallery exhibition, "Involution," was highlighted in the McAllen Monitor.
- Staff member served on the ADN Program Search Committee for Summer 2021.
- Artwork was purchased for the Library Art Gallery permanent collection.
- The Library Quick Facts bookmarks printed and delivered to the library, for distribution through the district.
- Team cataloged 294 hotspots.
- Updated Technical Services inventory spreadsheet.
- Tidbits newsletter –June newsletter ongoing
- Virtual Reference Training – ongoing (staff trainings May)
- Mineral Kits Processing/Circulation project – (Geology) - completed
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing'
- LibAnswers setup – ongoing
- Finals Survival Kits
- Presentation panel for OTA Program students
- Marketing materials created to promote the federal Emergency Broadband program opportunity.

- Springshare E-Reserves setup/purchase – ongoing
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Updated new floor layouts for Technical Services.
- Tidbits newsletter –May newsletter ongoing
- Hotspots Procedures Manual – ongoing
- Webinar "Involution," was held. Attendance: 123
- Involution exhibit highlighted in the Monitor newspaper.
- Virtual event with Chef Medrano was held via Culinary Arts dept. Attendance: 94
- Annual Report 2021 brochure

MEETING HIGHLIGHTS

- OER presentation planning meeting
- Beliefs meeting
- Reserves meeting
- Team Spirit
- LOEX Debrief meeting
- Furniture modification meeting
- TLA Proposal Planning
- Project planning
- Accessibility Project
- Consulting Meeting with E-Reserves Representative
- Meeting to discuss E-Reserves – internal
- Reading Committee Meeting
- LibAnswers meeting
- Tidbits meeting
- Hotspot meeting
- OER Bootcamp Planning.
- CTE Hotspot meeting
- Staff members met with faculty for project planning.
- Consulting Meeting with LibAnswers Representative
- Reusable Furniture meeting with H. Thompson
- Library Accounts Payment Options
- BPST Division and Campus meeting
- Staff member met with panelists for event.
- Staff member met with colleagues involved in the accessibility project.
- Staff members met for project planning.
- Staff members met with colleagues in PR.

TRAINING HIGHLIGHTS

- Staff member completed "Learning to be Assertive" training video
- Staff member continued working on the LinkedIn Learning training, "Project Management Foundations."
- Staff member attended the virtual training, "Managing Projects as Offices Reopen."
- Staff member attended the virtual training, "Skillset Podcast: Low Morale in the Workplace with Kaetrena Kendrick."
- Staff member attended the virtual training, "Cultures of Collecting."
- LibAnswers staff training
- Staff members worked on the required EverFi trainings mandated by Human Resources.
- Staff member attended the virtual training, "Equity, Care, and Connection: new SEL Tools and Practices to Support Students and Adults."
- Staff member completed the virtual training, "Mindful Working."
- Staff member attended the virtual training, "Training students how to create their own podcast."
- Staff members attended LOEX Conference sessions
- Staff member attended the virtual training, "Critical Hit: Using D&D for Training and Evaluation"
- Staff member attended the virtual training, "ACRL's Outreach & OER"
- Staff member attended the virtual training, "The role of libraries in upskilling adults"
- EVAC – Chair demonstration/training
- LibAnswers training

- Staff member attended a demo for “Equati0.”
- Staff member attended the virtual training, “Social Responsibility: Diversity and Inclusion in Programming”
- Staff member attended the virtual training, “Bridging the Gap, Women in Library Services.”

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held departmental meetings with the Pecan Logistics Manager and Open Labs Analyst to discuss furniture planning.
- The Director met with the Dean of Library & Learning Support Services to review and revise the proposed layout and furniture selections for the temporary library layout in Building H.
- The Director held a departmental meeting with the Learning Commons & Open Labs leadership team.
- The Director attended meetings with Facilities Planning and Construction to review the 50% Design Development drawings.
- The Director attended a meeting with the off-site Logistics Manager and Librarian III - Systems and Apps to discuss Webcheckout.
- The Director attended the President’s Administrative Staff Meeting.
- The Director attended the Service Desk Workflow Mockup Drill to determine power and data requirements for service desks in the Pecan Library renovation.
- The Director held a departmental meeting to discuss workflow recommendations.
- The Director attended a meeting with the Dean of Library & Learning Support Services to discuss the final review of the 50% design development drawings.
- The Director met with the Dean of Library & Learning Support Services to review the TSI Memorandum of Understanding.
- The Director met with the Director of College Connections to discuss Fast Track Registration and the Learning Commons & Open Lab services.
- The Director held departmental meetings to discuss record retention and the records throughout the Learning Commons & Open Labs.
- The Director attended meetings with Librarian III-Systems and Applications to discuss LabStats updates and overview training.
- The Director attended one-to-one meetings with the Dean of Library and Learning Support Services to discuss updates from the Learning Commons & Open Labs.
- The Director met with the Learning Commons & Open Labs staff and Librarian III-Systems and Applications for LabStats overview training.
- The Director met with the Director of Testing Services to discuss the TSI Memorandum of Understanding.
- The Director attended a meeting with Facilities Operations and Maintenance to review revised areas for the proposed Building H temporary Library operations.
- The Director met with the Makerspace Open Labs Specialist to review duties of position.
- The Director met with the Dean of Library & Learning Support Services and the Makerspace Open Labs Specialist to discuss the status of the Pecan Campus Makerspace project.
- The Director attended a meeting with the Dean of Business, Public Safety, and Technology to discuss and provide feedback on the Master Plan.
- The Director attended the Library & Learning Support Services Administrator Meeting.
- The Director conducted a meeting with the Learning Commons & Open Labs Leadership Team to discuss changes to COVID-19 campus safety protocols.
- The Director and Learning Commons & Open Labs staff attended a LabStats training provided by a LabStats representative.
- The Director held a meeting to discuss annual physical inventory procedure changes.
- The Director attended a LabStats meeting with a LabStats marketing representative.
- The Director met with the Makerspace Open Labs Specialist to review findings on equipment specifications.
- The Director met with the Pecan Library Renovation Working Group to review the status of the project and project management platform.
- The Director met with the Dean of Library & Learning Support Services, the Library & Learning Support Services Administrators, and IT for an IT project status review meeting.
- The Director attended a meeting to discuss electrical, ITS, ad Specialty Systems for the Pecan Library Renovation.

ACTIVITY HIGHLIGHTS

- Annual physical inventory was conducted throughout the Learning Commons & Open Labs district-wide.

- The Learning Commons & Open Labs received and completed 3D printing requests at the Pecan, Technology, and Mid-Valley campuses.
- TSI testing was conducted at the Learning Commons & Open Labs F 130 lab on May 5th, May 7th, May 12th, May 19th, May 20th, May 24th, and May 26th with a total of 51 students testing.
- The Exemplify Software update is taking place in the NAH study rooms and on PC's with webcams.
- The Pecan Logistics Manager attended a collaboration meeting with the Library & CLE.
- Plastic bags were received from PR to distribute 3D printing projects to students.
- The Learning Commons & Open Labs Logistics Managers, Supervisors, and Technology Specialists attended trainings on LabStats.
- TSI Memorandum of Understanding was signed by the Learning Commons & Open Labs Director and the Testing Center Director.
- The Learning Commons & Open Labs registered to be part of the South Texas College Summer Bash Program Fair in August 2021.
- Signage was removed or modified due to the changes in the COVID-19 campus safety protocols.
- Two Learning Commons & Open Labs supervisors received observation training towards TSI certification on May 24th & May 26th, 2021.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- MAY 2021 ATTENDANCE STATISTICS: 1,128

	Number of Students	Number of Logins
District Totals:	**1,345**	**2,444**

ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	185	324	
Nursing and Allied Health Campus	528	920	
Pecan Campus	423	837	5
Pharr Regional Center for Public Safety Excellence	22	68	
Starr County Campus	80	138	
Technology Campus	107	157	

JagPrint - Printing Report									
May 1, 2021 to May 31, 2021									
	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
La Joya	0	0	0	0	0	0	0	0	0
Mid -Valley	128	958	5164	10	105	511	138	1063	5675
NAH	391	2161	11285	218	1128	4780	609	3289	16065
Pecan	282	1716	11552	40	286	1365	322	2002	12917
RCPSE	15	111	1350	6	49	155	21	160	1505
Starr	42	272	1637	5	22	70	47	294	1707
Tech	68	363	1140	3	7	38	71	370	1178

LYNELL WILLIAMS, DIRECTOR CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	May 2021
▪ Visitors: 6,935 ▪ Tutoring Sessions: 78 ▪ Workshops: 2 ▪ Workshop Attendance: 66 ▪ JagTrax Totals: 630	

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus	Progress: 31%	End Date: December 2021
Space modification for A105 has been approved. Facilities has inspected space and assessed furniture needs, quotes for furniture have been received and data drops will be installed. Clear Touch screen will be arriving at the CLE this week.		
Standardization of CLE Writing Center	**Progress: 9%**	**End Date: August 2021**
All campus writing centers will meet to create standardized procedures for asynchronous writing. First meeting took place at the RCPSE to discuss the writing standardization. The Teams has been created for the writing team		
CLE Marketing Spring 2021	**Progress: 100%**	**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. Finals countdown flyers and promotion completed.		

IE PLAN PROJECT HIGHLIGHTS

CLE Online Support Services Institutionalization IE Plan Objectives: 1, 2, 5	Progress: 83%	End Date: August 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: 85%**	**End Date: Aug 2021**
The Learning Excellence for the Online Services was onboarded on May 3rd and began training. Virtual kits and clear touches have been purchased. RAS data has been received for DHSI goals for year 1 and hiring the first three tutors is underway. Humanities tutor has been submitted for hire and Chemistry tutors hiring packet will be submitted.		
— **Subproject: Virtual CLE Quality Assurance** — **IE Plan Objectives: 5**	**Progress: 50%**	**End Date: August 2021**
Created standards for onboarding, training, and maintaining quality of service for online services to be handed to Online Learning Excellence Specialist. Online Specialist has created standardizations for the tutor profile on Upswing and has presented the standardization to the Coordinators. Campus supervisory staff will review tutor profiles on July 1st.		
NSF Grant Year 2 **IE Plan Objectives: 3**	**Progress: 55%**	**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. Meeting to plan for Fall 2021 and recruitment for a tutor is pending.		
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 for the Summer semester will be set during the interim session.		

EVENTS HIGHLIGHTS

NAH CLE presented at ADN Academic Coach Orientation **Event Dates:** May 26, 2021

STC's ADN program will not have an academic coach in place for summer 2021; they asked the CLE to assist with remediation/coaching. CLE Coaches and tutors will be assisting ADN students with remediation measures throughout the summer. Academic Coaches will provide student success strategies, individual coaching support, and resource referrals for the students. NAH tutors will assist with ATI remediation measures, content specific workshops, and topic specific tutoring.

10th Regional Conference on Supplemental Instruction **Event Dates:** May 27, 2021

SI Manager and Student Learning Assistants attended the 10th Regional Conference on Supplemental Instruction. The conference's main focus was to discuss how the pandemic affected SI programs across the world and the lessons learned throughout the year. Presenters covered topics such adjusting to faceless SI Sessions, holistic approach to training SI Mentors, and becoming a leader pre-, peri-, and post pandemic.

Finals Countdown **Event Dates:** May 3-13, 2021

From May 3 to 13, all campus Centers for Learning Excellence offered free snacks and promoted services to encourage students to visit the CLE to work with a tutor, study with a group, or utilize study spaces.

MEETING HIGHLIGHTS

- CLE/HR part-time application
- BPST Division meeting
- Clerk Orientation
- Upswing monthly meeting
- Met with Academic Coaches for updates
- NSF update meeting
- Collaboration meeting with Library and Open Labs at Pecan
- Pecan Library Renovation meeting
- PAS meeting
- OTA chair to discuss participation with Shark Tank
- Discussed possibility of Academic Coaching to assist with NAH coaching
- Advisor Assistant for ADN Bootcamp
- MVC Operations Coordination Meeting
- SI Mentor Meeting
- Share point design meeting
- Met with Open Labs to discuss Starr's expansion to building E
- Upswing Renewal Conversation
- Search Committee

- Mid-Valley staff meeting
- NAH Coordination meeting with Library and Open Labs
- Onboarding LES with RCPSE
- Academic Coach meeting
- Electrician Assistant Instructor
- Tech PASS Advisor
- TSI 2.0 Updates Meeting
- Pecan SharePoint Discussion
- IE Computer Inventory Meeting
- CLE Supervisory meeting
- Writing Practices Discussion meeting
- Academic Coaching meeting with Supplemental Instruction Manager
- IE retreat planning meeting
- Position number request meeting
- Budget planning meeting
- Success Hub Meeting
- Starfish Administrator meeting
- Learning Center Professionals Group Conversation: Returning to Inservice Tutoring
- Hiring Search Committee for Pecan Specialist
- OTA Chair about faculty volunteer hours
- ADN faculty to discuss summer workshops
- ADN Academic Coach to discuss collaboration
- Met with CLE Academic Coaches to discuss Libguides
- NAH Staff met to discuss the development of video library
- Tech budget meeting with Admin Assistant
- Teams meeting to discuss development of writing TEAMS
- Tech met with Open Labs to discuss reorganization of computer layout
- Online Specialist and MVC Coordinator met to discuss onboarding asynchronous staff
- CLE Director met with RAS to discuss faculty focus group
- Staffing Plan meeting with Dean of LLSS
- Discussed tutoring needs with Interim President
- Academic Coach meeting to discuss summer projects
- PCN Library Renovation
- Perkins data discussion
- IT project status
- CLE Director met with HR Director
- Academic Coaches Duties Meeting

TRAINING HIGHLIGHTS

- Onboarding/Training Online Specialist at NAH
- Onboarding/Training Online Specialist at Tech
- Training Online Specialist on NOE's and hiring packets
- Evacuation Chair training
- CPR/Seizure Response
- Onboarding LES with RCPSE
- Time Clock Plus training with Online LES
- Hiring Packet training with Online LES
- CTE and Online Specialist orientation at MVC and Starr
- Microsoft Power Apps L100
- Online Specialist hiring and interview training
- Building Community in Community Colleges: Digital Student Study Networks
- Continued Hiring Checklist training with Online LES
- Post award grant compliance

EVENT HIGHLIGHTS

- SWAG Event at the Pecan CLE
- Finals Countdown
- ADN Bootcamp
- OTA Shark Tank
- Attended 10th Regional Conference on Supplemental Instruction
- NAH CLE presented at ADN Academic Coach orientation
- Edcouch Administrators touring MVC CLE

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation
- Live Chat Launch
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grant Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Summer Campus Enrollment Report
- THECB 2019-2020 Licensure Data

SURVEYS

- A.D.N. simulation surveys
- CDC parent evaluation (SmartEvals)
- CLE tutor's evaluation (SmartEvals)
- Dual credit seniors survey (SmartEvals)
- Distance Learning tools survey
- Institutional Excellence metrics survey
- New programs survey #2

QUALITATIVE STUDIES

- Assessment of Faculty Confidence in CLE Tutors
- Embedded Tutoring Qualitative Study
- Institutional Effectiveness Template Improvement
- MVC-Child Development Center Focus Groups

DATA REQUESTS

- AY2019-2020 HS Seniors Credit Hours and Degrees Awarded
- CLE Tutoring Analysis
- Connect Program Support Grant Course Pass Rate Comparisons
- Courses, Enrollment, Actual Contact Hours for FY 2020
- DHSI Grant Evaluation
- Dual Credit Fall 2019 Persistence rates and matriculation rates; Fall 2020 Success Metrics and comparison with average ISD

- Early College High School seniors - awards and hours
- Engineering and Physics major's student information Spring Fall 2021
- Fall 2016- Fall 2020 CT1-COMP recipient who completed certain courses
- Fall 2016- Fall 2020 CT1-CPNE recipient who completed certain courses
- Fall 2021 new students attending Pecan and Mid-Valley Campuses contact list: 4/19, 4/30, 5/3, 5/10, 6/7, 6/14
- FTIC Summer 2021 Contact List - 5/17, 5/24, 6/1 reports
- List of Associate and Bachelor Degree for Spring 2021
- MATH Re-enrollment for Summer 2021 and Fall 2021
- Online Inquiries for Fall 2021 - Applied, Enrolled, or Not
- Perkins Grant - Hot Spots Student Course Pass Rate Comparisons
- Success Rate for PTC and Non-PTC students in VNSH1160 and RNSG1513
- PASS Grant Data: Spring Term Success Rates and GPA Comparisons
- Perkins Grant Data: Spring Term Success Rates and GPA Comparisons
- SI Section Comparison
- Student Contact Information
- Stop-outs list from 201910-202120

MEETINGS

- Academic Affairs - Comprehensive Operational Plan - Priority 2: Persistence Meeting
- DM&I Committee Meeting
- DHSI GRANT Performance Measures Meeting
- DM&I: High School Data Update Meeting
- DM&I Preliminary Meeting
- IRESP Admin Weekly Meeting
- Livestream: Special Board Meeting
- Livestream: South Texas College Special Board Meeting
- PAS Meeting
- Pass Rates for Perkins and PASS Program Measures Meeting
- QEP Assessment and Related Activities Meeting
- Starfish Meeting

OTHER RESEARCH/SUPPORT

- CITI annual recertification on human subject's research, IRB
- Course Completion Rates - Course Level and Student Level Measures
- DHSI grant - online tutoring report review and discussion
- DMI Committee - Data Dictionary - Dual enrollment definitions
- DM&I Committee work - review dual data definitions
- Dual Spring 2020 Over Credit Hours Earned Greater or Equal to 60
- Fall 2021 Course Enrollment: Dual or Traditional, Online or Face to Face, and Campus
- IPEDS Financial Aid Survey Fall 2019 Revision and Reprogramming of Script for 2020
- Library survey report
- Pending Associate Degree Graduates of May 2021
- QEP Assessment review
- Review of 2019-2021 IE plan audit summary of RAS data and survey requests
- Review of tutoring logs and data request (for DHSI grant annual report)
- Review of SENSE 2020 data for QEP Assessment
- Review THECB Almanac data
- Stop-out List Last Two Academic Years by Division Data Collection Assistance
- Student mood reporting
- 2021 Dual Sections' by Term Course Level Data for Pivot Analysis

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	Final Report Submitted on 05/21/2021 Grantor Approved Extension Until 6/30/2021
Milestones(s)	Met the number of students serve grant requirement
Next Step(s)	Complete & Submit Final Report
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 starts on 6/8/2021 B. RFP For Grant Evaluator has been selected and recommendation will be submitted for the June Board meeting
Grant Goals Update	**Goal 1:** InsideTrack®: Vendor has Initiated Assessment of STC's current Academic Coaching System Assessment Interview Schedule has been Completed **Goal 2:** On-Line Tutoring: Preparing Year 1 Performance Report Initiating Year 2 Improvements (PR Campaign for STEM and Dual Credit) **Goal 3:** Starfish Administrator: Initiating of System Integration Plan Initiated **Goal 4:** Financial Literacy: Grant funds have been secured to purchase IGRAD Technology to help support the Financial Wellness Center
Milestones(s)	Year 2 Grant Fund Budget Expenditure Estimate has been completed Administrative Hand Off Plans have been completed Milestones for Period of June to August have been Identified
Next Step(s)	Filling of Grant Funded Positions remains critical. 3 Positions have not been filled June Board Meeting to Approve 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 training and release of Web Page