SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

June 2021

Board Meeting
July 27, 2021

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	JULY 27, 2021
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2021 THROUGH JUNE 30, 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 President's Administrative Staff meeting
- South Texas College Coordinated Operations Council meeting
- South Texas College Planning and Development Staff meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- South Texas College/Guild Education Partnership Discussion
- Enrollment Discussions and Strategies meeting
- Employee Appraisals
- Meeting with Public Relations regarding Splash Page for Mexico
- Audit Kick Off meeting with Katarina Bugarru
- One to One Review with Dr. David Plummer
- FAQ's for Free Semester at South Texas College
- Met with Dr Larry Barroso on the Lists and Radius Campaigns
- Institutional Effectiveness plans and suggestions for Student Affairs and Enrollment Management

ATTENDED

- Enrollment Push meeting
- Free Semester Marketing meeting
- Meeting with Father Patrick regarding outreach to churches
- Meeting with Bachelor students capstone project
- St. Theresa Catholic Church Community meeting
- McAllen Economic Development Center meeting

- International Dual Enrollment meeting
- DWD Texas Cohost meeting
- Dual Credit Partnership with South Texas College
- HEERF Quarterly Reporting
- Lunch meeting with South Texas College and Ralph Garcia VP of Recruitment for McAllen Economic Development Corporation
- Rio Grande Valley Focus Leadership Team meeting
- On sit Enrollment/Recruitment meeting
- Reskilling Grantee Workshop Series- Innovations in Adult Learner Outreach and Engagement

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to official census date enrollment for Summer 2021 semester on June 15 of **11,356** students.
- **10,313** students have registered online for Fall 2021 semester, to date, 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 **1,056** chat sessions during June 2021.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly President's Administrative Staff, SAEM Division Leaders and Enrollment Services Leaders meetings.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Council, Banner User Groups (BUGS), Enrollment Appeals, free semester marketing, Jagnet content, OAR Friday Refreshers for staff, SEVIS recertification, and hiring committees.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- 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 finished certifying a total of **3,111** May 2021 graduates, including **720** Certificates, **2,249** Associate Degrees and **142** Bachelor Degrees.
- Document Management Specialist downloaded, reviewed and verified **5,110** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during June 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 **18** international students registered for Summer 2021 semester and **33** international students registered for Fall 2021 semester, to date.
- Processed **433** course substitutions and exceptions in DegreeWorks during June 2021.
- Processed grade changes for **104** students during June 2021.
- Processed reinstatement requests for **117** students during June 2021.
- Processed withdrawal requests for **1,024** students during June 2021.
- Processed **7,019** high school and **700** college/university transcripts during June 2021.
- Evaluated **603** transcripts from other colleges and universities during June 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,717** STC transcripts during June 2021.
- Scanned and indexed **2,849** documents submitted by students during June 2021.

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

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report June 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	**36**			**ACT**	**368**
Mid- Valley	**25**	**58**	**55 (95%show)**	**TSI EXAM**	**315**
Starr Campus	**19**	**34**	**34 (100%show)**	**TSI EXAM**	**132**
Pecan Plaza	**66**	**54**	**48 (89%show)**	**GED/ PEARSON**	**148**
Pecan Plaza		**282**	**247 (88% show)**	**TSI EXAM/ includes TSI Online**	**1,380**
Pecan Plaza		**181**	**154 (85%show)**	**HESI**	**916**
Mid-Valley		**118**	**97 (82%show)**	**HESI**	**389**
Pecan Plaza		**6**	**4 (67%show)**	**HiSET**	**50**
TOTAL:	**146**	**733**	**639 (87% show)**		**3,698 – 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.

TSI PLACEMENT REPORT

TSIA 2.0 SCORES: BY PLACEMENT SCORE			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (06/01/2021 – 06/30/2021)		**Year To Date (01/11/2021 - 06/30/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	43	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	182
Developmental Ed (945+ & 0-4 Essay	36	Developmental Ed (945+ & 0-4 Essay	134
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	2
ELAR Diagnostic Level 5 & Essay < 5	5	ELAR Diagnostic Level 5	23
ELAR Diagnostic Level 4	71	ELAR Diagnostic Level 4	250
ELAR Diagnostic Level 3	53	ELAR Diagnostic Level 3	158
ELAR Diagnostic Level 2	29	ELAR Diagnostic Level 2	90
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**237**	**Total**	**839**
MATHEMATICS COLLEGE AND CAREER READINESS			
Monthly (06/01/2021 – 06/30/2021)		**Year To Date (01/11/2021 - 06/30/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	37	**College Ready (950+ or 910+ & 6+ Diag)**	158
Mathematics Diagnostic Level 5	20	Mathematics Diagnostic Level 5	66
Mathematics Diagnostic Level 4	96	Mathematics Diagnostic Level 4	346
Mathematics Diagnostic Level 3	59	Mathematics Diagnostic Level 3	168
Mathematics Diagnostic Level 2	41	Mathematics Diagnostic Level 2	121
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**253**	**Total**	**859**
Data retrieved from College Board Accuplacer			
Date: 7-06-2021			

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 Coordinator Rebecca Cano and hiring committee met to interview the candidates for the vacant Financial Aid Specialist position.
- SFS Coordinator Anna Barrera and FA Specialist Elizabeth Salinas held interviews for work-study positions available.
- Administrative Assistant attended the AA-FM Round-Up for the month of June regarding open encumbrances.
- Due to the limited overtime allowed only selected staff were be able to work overtime for the Saturday we were opened and stay an hour after five during the week to continue working R2TIV calculations.
- 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

- Department staff continues to assist ISDs in reviewing student enrollment eligibility for Summer and Fall semesters. In addition, staff continues to process enrollment documentation and manually registering students in "s" and "non-s" sections.
- Dual credit Fall enrollment is ahead due to partnering ISDs submitting rosters in advance of the August 6th deadline for minimum enrollment in sections taught by STC Faculty.
- Department staff continues to outreach to dual credit stop-outs as part of the "Back on Track" initiative. Staff is assisting in clearing students for registration and scheduling appointments to assist with their enrollment needs. More than 9,000 dual credit students have so far been contacted as part of these efforts, which include CRM e-mail communications, postcards and outbound calls.
- Director continues to work with Dual Credit Programs staff to monitor and enforce Board Policy 3232 which sets limitations on student enrollment. Efforts to work with students and ISDs regarding program compliance are ongoing.

SNAPSHOTS

Application Drive at Weslaco East HS on June 1, 2021

Application Drive at Weslaco East HS on June 3,2021

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Weslaco East HS	6/1/2021	ISD	5
Registration Drive	Juarez Lincoln HS	6/2/2021	Virtual	12
Application Drive	Weslaco East HS	6/2/2021	ISD	5
Application Drive	Weslaco East HS	6/3/2021	ISD	18
Application Drive	Edinburg Economedes	6/13/2021	ISD	2
Application Drive	Edinburg Economedes	6/14/2021	ISD	3
Application Drive	Edinburg Economedes	6/18/2021	STC	49
			Total	**94**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Fall enrollment:
  - Weslaco 21st Century
  - PSJA ECHS
  - Rio Grande CISD
  - PSJA Southwest
  - Vanguard Beethoven
  - Rio Grande City 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
- SAEM Division Leaders Meeting
- AA/FM Round Up Meeting
- Dual Credit Website Planning Meeting
- Review of Drop Process for Students Not in Compliance Meeting
- FY 2021-2022 Budget Committee Meeting
- Fall 2021 Stop Out Calls
- Enrollment Services Leaders Meeting
- Review and Discussion of Late Cancellation Fee for Dual Credit Courses
- Review of Non-Resident & Out of District Agreement & Approved Fee

PROFESSIONAL DEVELOPMENT

- Microsoft SharePoint Workshop
- Microsoft Power Apps Workshop
- College Advisory Training Workshop
- THECB: Apply Texas System Updates
- South Texas Leadership Academy
- Photo Editing Workshop
- Microsoft Teams Breakout Room Workshop
- P-16 Professional Development Conference
- Dual2Degree New Hire Onboarding Training

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- General Information Virtual Lobby
- Meeting Integrity Reynosa
- The Division of Business, Public Safety, & Technology Registration Boil Bash
- 2021 CIVSA Virtual Annual Conference
- P-16 Professional Development Conference

RECRUITMENT

- General Information Virtual Lobby – 10 Students
- Meeting with Prospective Student – 5 Students
- Enrollment Appointments – 23 Students
- Pharr PD Leadership - College Presentation
- FBI LEEDA Training – College Presentation
- Donna High School College Drive By
- St. Joseph Catholic Church Community Outreach
- St. Theresa Catholic Church Community Outreach
- Pharr Police Department – Outreach Effort
- Mission Police Department – Outreach Effort
- Alamo Police Department – Outreach Effort
- TCOLE – College Presentation
- International Dual Credit - Parent Information Session
- Edinburg Alamo Police Department – Outreach Effort

FAST TRACK

- PSJA ISD
  - PSJA Memorial HS
  - PSJA Southwest HS
  - PSJA North HS
  - PSJA HS

School	Campus	Attended	Registered
PSJA Memorial HS	Pecan	6 Students	6 Students
PSJA Southwest HS	Pecan	5 Students	5 Students
PSJA North HS	Pecan	9 Students	9 Students
PSJA High School	Pecan	10 Students	7 Students

CAMPUS TOURS

- Pecan Campus
  - Individual Personal Tours – 5 visitors

Campus	# Visitors
Pecan	3 visitors
Mid-Valley	No Tours
Starr	2 visitors
NAH	No Tours
Tech	No Tours

CALL CENTER

Phone Calls	
Inbound Calls	10,446 Calls

Telemarketing	
Campaign	**Calls**
Call Center Outbound Telemarketing – Summer I Unpaid List	374 outbound calls
Call Center Outbound Telemarketing – HEERF - MSI over the phone Census Day	237 outbound calls
Call Center Outbound Telemarketing – Summer III Unpaid List	87 outbound calls

Mongoose Text Campaigns			
Campaign	**# students texted**	**# students replied**	**# overall messages**
Unpaid List Summer 2021	1449	76 (5%)	95
Summer I & III No HEERF	623	5 (1%)	6
Summer II No HEERF	347	2 (1%)	3
Summer I No HEERF	148	35 (24%)	39
Summer III Unpaid List No HEERF	31	5 (16%)	5
Summer II Unpaid List No HEERF	293	95 (32%)	106
RCPSE Fast Track	1212	24 (2%)	28
HEERF Not Enrolled Fall 2021	4375	2073 (47%)	3821
Student Debt Discharged	2699	71 (3%)	90

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Student Debt Discharged 06.25.21	2573	963	2615
TSTC AA Grad Bachelor Program Outreach 2021 (other email)	4229	929	4545
TSTC AA Grad Bachelor Program Outreach 2021	3706	902	4545
Super Saturday-NonAttended-Pecan	127	93	128
Super Saturday-Attended-Pecan	201	144	203
Tech Campus Boil Bash	3542	924	3610
Invite To Event - South Texas College Jaguar Saturday - 06/12/2021	8433	3410	8643
Austin CC AA Grad Bachelor Program Outreach 2021	3704	839	3716

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
12074	Student Contacts, Outreach & Virtual Appointments
8186	CTE Student Contacts
13	Student & Alumni Registered on CCN
6	Student & Alumni Resumes Revised/Uploaded on CCN
18	New Employer Registered on CCN
44	Jobs posted to CCN
8	Workshops Presented
61	Resumes Reviewed Online by Employers via CCN
290	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- Job Development
  - 5 Star Embroidery – 1 job posting
  - Aircool Tech - ACT. Corporation
  - Beyond Creations, LLC – 1 job pos – 1 job posting
  - Bridgestone Retail Operations – 1 job posting
  - Bridgestone Retail Operations, LLC. – 4 job posting
  - City of South Padre Island – 2 job posting
  - Entravision Communications – 7 job posting
  - Ethos Engineering – 3 job posting
  - VALLE FELIZ ADULT DAY CARE – 1 job posting
  - IDEA Public Schools – 1 job posting
  - Kemper Insurance – 3 job posting
  - Patterson UTI – 1 job posting
  - Pecan Pharmacy – 1 job posting
  - Reynaldo Hinojosa CPA – 1 job posting
  - Rhodes Enterprises – 1 job posting
  - Smith Security & Fire – 1 job posting
  - The Borgen Project – 7 job posting
  - Total Computing Solutions of America, Inc. – 3 job posting
  - Tu Vida Medical Transport – 1 job posting
  - Vaddo, Inc. – 1 job posting
  - Vanguard Academy – 1 job posting
  - Village Healthcare and Rehabilitation – 1 job posting

- Presentations/Workshops
    - CES Overview presentation, for NAH staff
    - CES Overview Presentation, new NAH Division staff and faculty
    - Vida EMS Meeting – CES overview, EMT program recruitment
    - Career Boost – Navigating the Online Job Search workshop
    - Threads: Career Closet Pop up workshop
    - Threads Pop Up Shop, CTE Event
    - Business, Public Safety, & Technology Division Registration Event CES information table
    - NAH 1st Friday Workshop, Creating Your Career Portfolio
- Employer Outreach
    - RDO Equipment
    - Advantage Healthcare Consulting
    - Mission Regional Medical Center
    - Pecan Pharmacy
- Employer Registrations
    - Appen
    - Beyond Creations, LLC
    - Corporate Solutions
    - Ethos Engineering
    - IDEA Public Schools
    - Kemper Insurance
    - Law Office of Rolando Cantu
    - Mission Regional Medical Center
    - Patterson UTI
    - Pecan Pharmacy
    - The Republic of the Rio Grande
    - Torrid
    - Total Computing Solutions of America, Inc.
    - Tu Vida Medical Transport
    - Universal Metal Products, Inc.
    - Vanguard Academy
    - Village Healthcare and Rehabilitation
    - Windsor Arbor View
    - Valle Feliz Adult Day Care

Coordination of Upcoming Events

CES is coordinating participation in a virtual informational discussion and training meeting with the U.S. Department of Agriculture (USDA) to discuss internships and employment opportunities for students and recent alumni

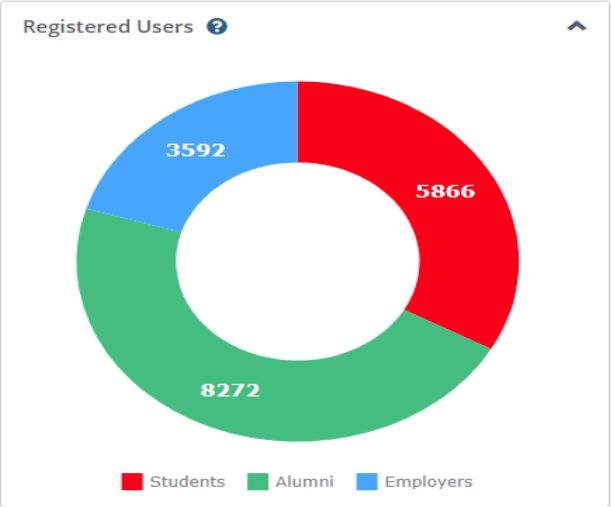
MEETINGS AND MISCELLANEOUS INFORMATION

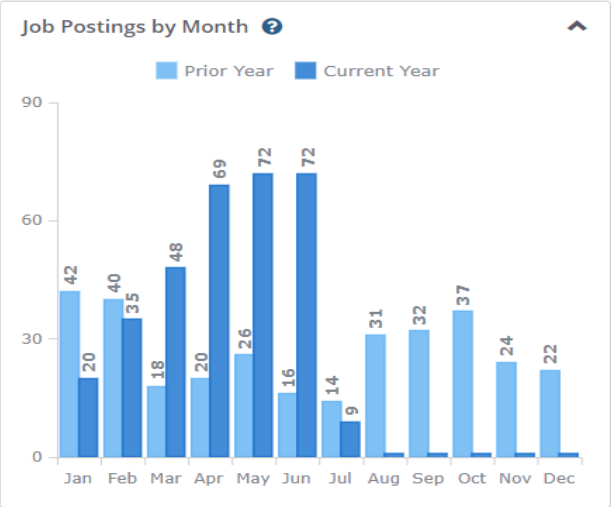
- CES participated a virtual discussion and training meeting with the U.S. Environmental Protection Agency (EPA) to discuss internships and employment opportunities for students and recent alumni.
- CES attended the Careers and Coffee Job Fair which was hosted by the City of Brownsville, the Greater Brownsville Incentive Corporation (GBIC) and the Economic Development Corporation in Brownsville, Texas.
- CES coordinated and conducted a virtual Zoom planning meeting with the Federal Bureau of Investigation (FBI) and all Faculty Bachelor degree program Chairs to discuss internships and employment opportunities.

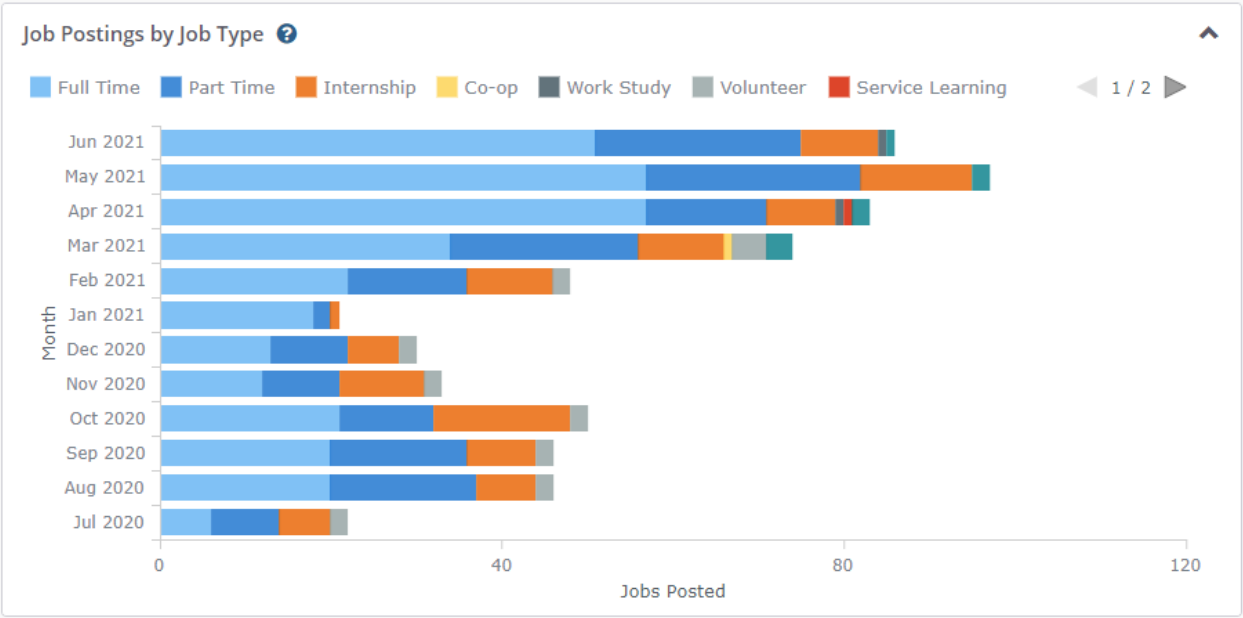
- CES continues to seek resources to research, develop and sustain a Financial Literacy Learning Center for FTIC college students, in support of a DHSI grant funded initiative, to establish an Online Financial Wellness Center. This initiative will keep STC students compliant with Department of Education requirements to receive financial aid.
- CES Website Review & Development for revised NACE Career Competencies & Threads Appointment Request form
- Conducted BAT Capstone CES Presentations
- CES staff participated in STC South Texas Leadership Academy
- CES staff completed the required EVERFI training, *CoC: Workplace Conduct, Data Security and Privacy*.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for J.F. Petro Group and Ethos Engineering.
- Participated in STC's Public Business & Technology Division Crawfish Boil registration event.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, in order to create new initiatives and to gain insight of educational and industry needs.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Village Healthcare & Rehabilitation and for Palms Behavior Health.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for HEB, Sharyland ISD, the Law Office of Rolando Cantu, Hinojosa CPA and Regency Health Care.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Beyond Creations, GS Hospice and Southern Natural Stone.
- Promoted NAH Summer Career Boost Workshops to 682 NAH students and 948 NAH alumni registered on College Central Network.
- Met with Technology Specialist to discuss Threads Summer Pop Up Shop events.
- Created Functional Resume template for NAH majors.
- Attended Perkins staff meeting, discussing Time on Task documentation and updates.
- Revised and altered, previously approved, Perkins outlook hourly time on task calendar documentation as per grant compliance manger new modification directives for time frame period (September 2020-June 2021).
- Outreach student and alumni targeted Tech Majors for CTE TECH summer 2021 workshops (Accounting, Automotive, Electrical, Business Administration, Diesel, Automotive, PMT, AEDT, Construction Supervision, Welding)
- Outreached CTE Automotive Alumni/Student groups on job opportunity via CCN
- Completed STC Data Security and Privacy trainings.
- Attended STC 2021 South Texas Leadership Academy for Staff.
- Promoted Valley Baptist Health System RADT Hiring Event
- Promoted HRSA Virtual Job Fair
- Presented an overview of CES to new NAH staff.
- OTA Senior Cohort - Summer Interviews
- Conducted Career Boost summer workshop for CTE
- Outreached employer for potential employment opportunities for AEDT student groups
- Participated/Assisted NAH specialist in Threads Pop up Shop event.
- Met with representatives from Palms Behavior Health to discuss employment opportunities, provide an overview of services, and coordinate future collaboration.
- Conducted outreach for Village Healthcare & Rehabilitation to promote job opportunities, reached 235 students from targeted groups.
- Hosted Threads Pop Up Shop event for Career & Technical Education students in collaboration with Technology Specialist.
- Attended Public Business & Technology Division registration event
- Outreached 101 CTE (accounting) majors for employment opportunity via Online job board platform

- Outreached 105 CTE (accounting, office management/specialist) majors for employment opportunity via Online job board platform
- Promoted NAH Summer workshop and activities to NAH Division.
- Participated in Business, Public Safety, & Technology Division Registration Event by providing and overview of CES services to prospective and currently enrolled students in attendance.
- Met with Vida EMS to provide an overview CES services.
- Promoted Kemper Insurance job opportunities to 7,839 students from target groups.
- Conducted outreach for Rio Grande Regional Hospital and Valley Regional Medical Center to promote hiring events, reached 2,794 students from targeted NAH division groups.
- Facilitated NAH Virtual Workshop "Creating Your Career Portfolio" career boost workshop.
- CES is participated in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- 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
- Conducted outreach to 305 NAH students and alumni to promote Threads Career Closet Pop-In Event.
- Hosted Threads Pop In Event with Technology Specialist.
- Reviewed updated NACE Career Competencies and supplemental materials.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Posted NAH Summer Workshop schedule to College Central Network.
- Reviewed STC updated works safe guidelines.
- 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.
- Toured CES MVC office space and career center.
- CES is monitoring the construction for the Mid-Valley Career Center.
- 3 student walk in, 5 student outreach
- 24 resume revisions via CCN

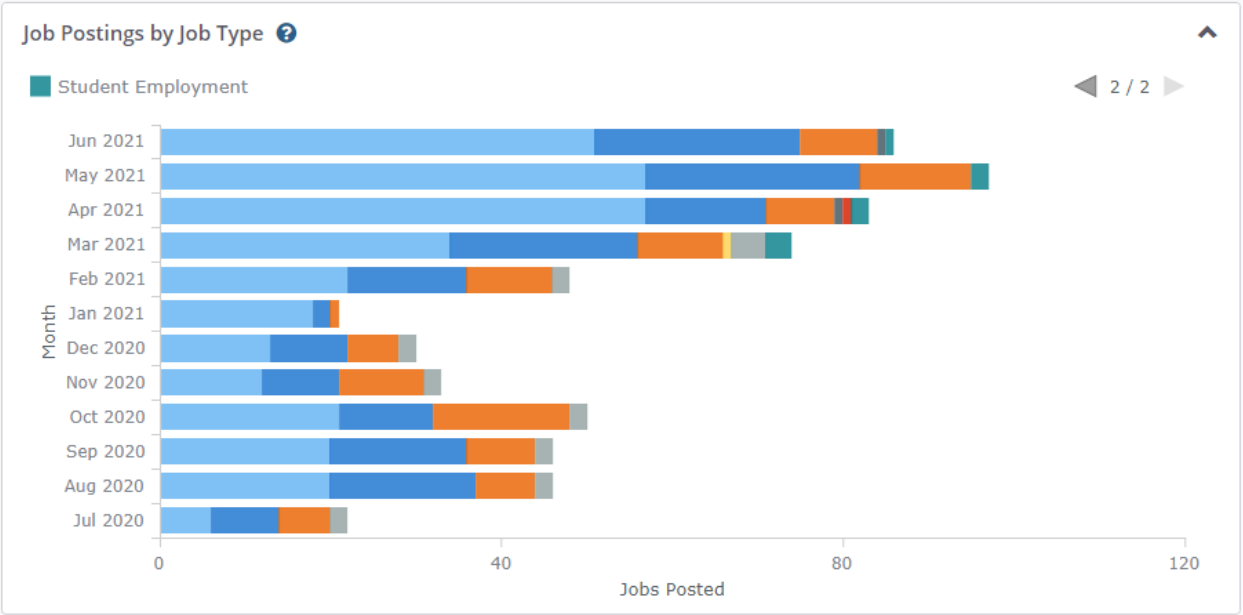
College Central Network Logistics



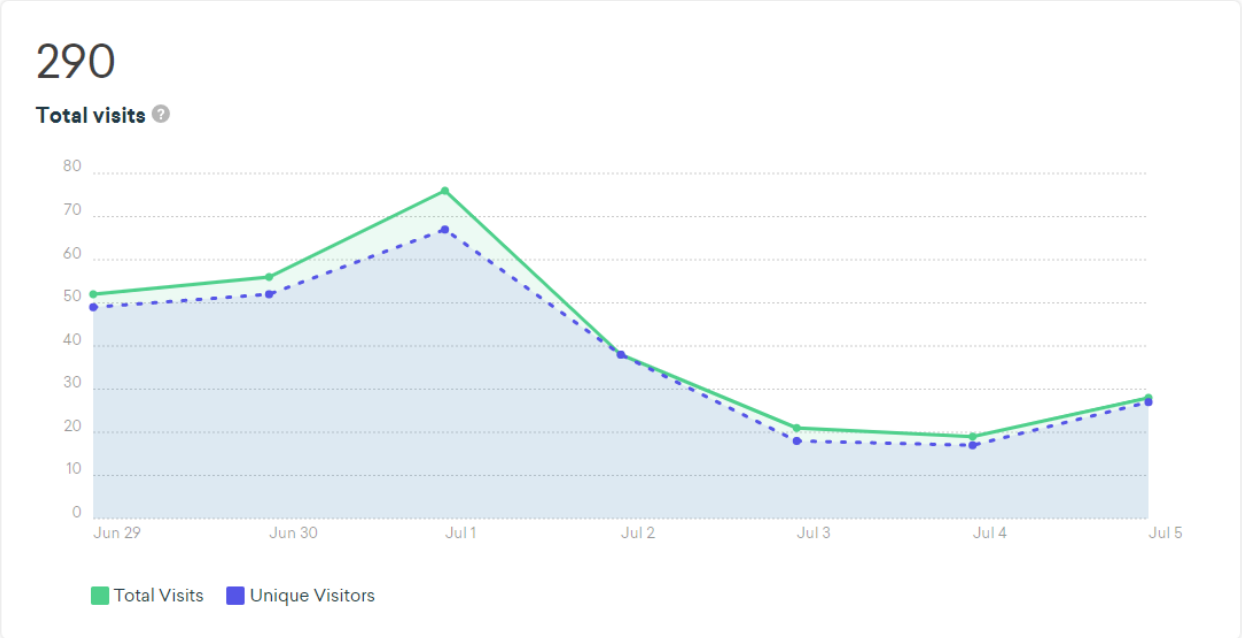




College Central Network Logistics



Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

May 31 - July 2, 2021

- The Office of Student Rights and Responsibilities attended the Psychological Dimensions of Dispute Resolution webinar.
- The Office of Student Rights and Responsibilities attended the Microsoft Share L100 webinar.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes.
- The Office of Student Rights and Responsibilities attended the Administrative Assistant Roundup.
- The Office of Student Rights and Responsibilities attended the South Texas Leadership Academy.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Learning to Listen."
- The Office of the Ombuds presented on Ombuds Services for College Advisor Training Program Cohort 3.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Communication Styles."
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Conflict Dynamics Profile."
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Conflict Dynamics Profile."
- The Office of Student Rights and Responsibilities the Teams webinar: Office of Admissions and Records Overview and FAQ's
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Strength Dynamic Inventory."

OFFICE OF STUDENT CONDUCT

May 31 – July 4, 2021

- The Office of Student Conduct reviewing process for Student Conduct Specialist.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes.
- The Office of Student Rights and Responsibilities attended the Administrative Assistant Roundup.
- The Office of Student Rights and Responsibilities attended the South Texas Leadership Academy.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Learning to Listen."
- The Office of the Student Conduct presented on the Student Conduct process for College Advisor Training Program Cohort 3.
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Communication Styles."
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Conflict Dynamics Profile."
- The Office of Student Rights and Responsibilities the Teams webinar: Office of Admissions and Records Overview and FAQ's
- The Office of Student Rights and Responsibilities conducted circle with Learning Outcomes "Strength Dynamic Inventory."

BEHAVIORAL INTERVENTION TEAM

May 31 – July 4, 2021

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

The Behavioral Intervention Team is looking at dates for the annual event and certification for the National Behavioral Intervention Team

STUDENT ACTIVITIES AND WELLNESS

- Coffee on Us (Mid-Valley)

- National Fudge Day (Starr County)

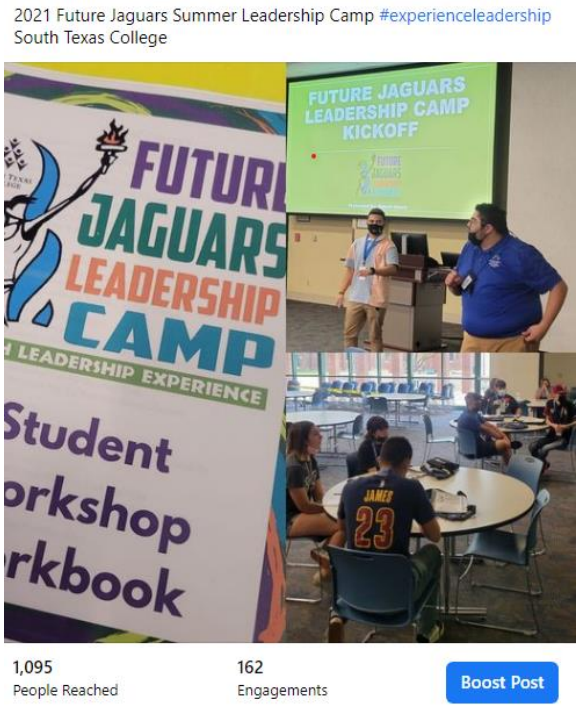
- Kahoot Trivia (Online)

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

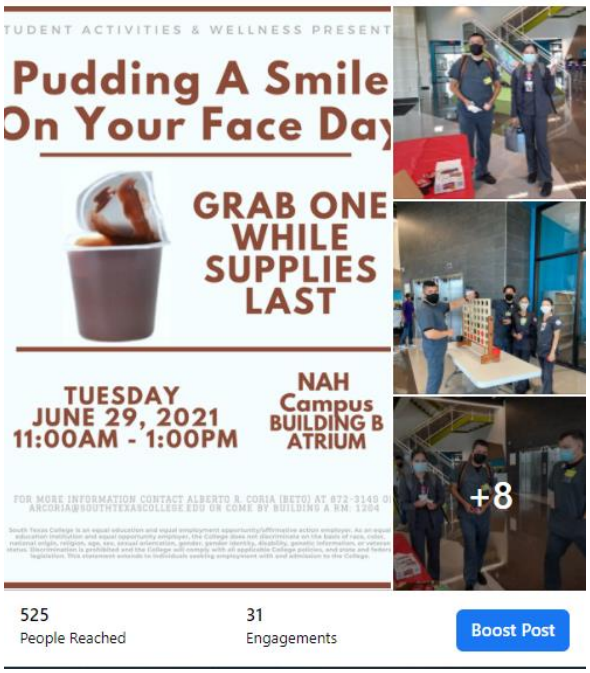
- Kahoot Trivia Netflix (Online)

- National Hydration Awareness (Starr County)

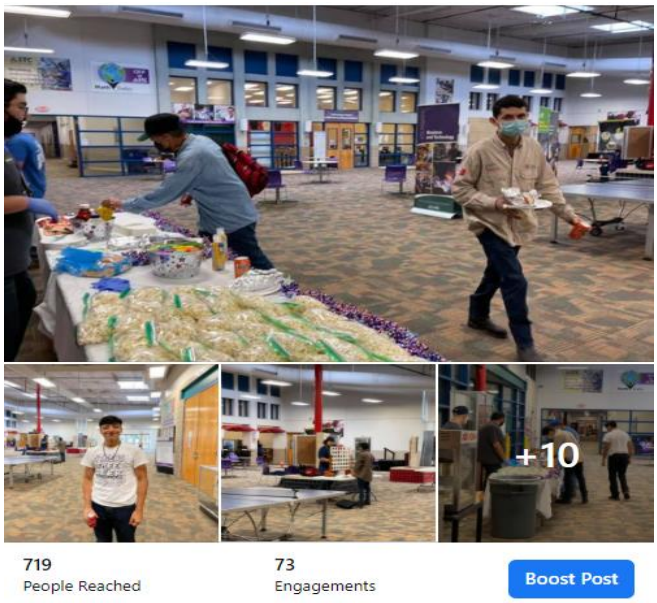
- Future Jaguars Leadership Camp (Pecan, Mid-Valley)



- Pudding a Smile on Your Face Day (NAH)



- Independence Day Celebration (Technology)



- Tie Dye Pride Event (Starr County)

- 3 vs 3 Basketball Tournament (Starr County)

- Let South Texas College Be a Pizza You Future (Pecan)
- Popcorn Giveaway (Nursing & Allied Health)
- Registration Boil Bash (Technology)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Presentations for Fast Track events with College Connections (Pecan)
- First Year Connection New Student Online Orientations
- First Year Connection New Student Orientation In-Person Sessions (Pecan, Mid-Valley, & Starr County)
- Recruitment for Future Jaguars Leadership Camp (Pecan, Mid-Valley)
- First Year Connection New Student Orientation PSJA In-Person Session (Pecan)
- Welcome Back To Campus Registration Event (Pecan, Mid-Valley, Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 12

Referrals for Student Accessibility Services: 6

Referrals for Counseling Services: 30

Counseling Email Inquiries: 260

Counseling Services

Campus	Career/ Transfer Services	Academic Counseling- Probation/ Suspension	Mental Health	Other Services	Total
Mid-Valley	6	125	20	2	153
NAH	0	34	12	5	51
Pecan	10	414	91	129	644
Starr Co.	8	106	11	4	129
Technology	0	12	5	26	43
Total	24	691	139	166	1200

Student Accessibility Services
Case Notes-288
Appointments-196

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
- CSAS Coordinators Meeting
- Weekly Interpreter Meetings
- Individual Meetings with UTRGV MSW Intern
- AIM Implementation Meetings
- College Safety Committee Meeting
- Behavioral Intervention Team Meeting
- Carl Perkins Summer Bridge and Fast Track Planning Meetings
- Meetings with HR and ERO
- Pharr Mental Health Unit Alliance
- CSAS Headshots for all staff
- Carl Perkins Meeting

- Interpreters/Counselor ToT Discussion Meeting
- Review Mental Health Screenings and Medicat Documentation Meeting
- Crisis Prevention Institute Preparation Meetings
- Crisis Prevention Institute In-Person Meeting
- Review CSAS Workstudy On-Boarding Procedure Updates
- Assisted students in Mental Health Crisis
- Mental Health Unit Planning Meeting
- CSAS Next Log-In Meeting
- Interpreter Handbook Update Meetings
- Equatio Discussion Meeting
- Qless Meeting
- Glean Webinar: How to make a successful switch to tech-first note taking support: Stories from the community
- Intro to Verbit Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

Workshops:

- Time (Life) Management Skilled Needed for Academic Success
- Maintaining a Work Life Balance
- Tips for Success in Online Courses
- Build Resilience in Tough Times
- Packings Delicious & Nutritious Snacks
- Pregnant and Parenting Self-Disclosure
- Personal Development
- Choosing a Career
- Money Matters
- How Social Media Affects Our Lives
- Laughter Yoga
- ASL Vocab Lesson 1
- ASL Vocab Lesson 2
- ASL Vocab Lesson 3
- ASL Vocab Lesson 4
- ASL Vocab Lesson 5

Presentations:

- Goal Setting Presentation to Dual Credit Students
- College Advisor Training Program Cohort
- Faculty Advising Summer Workshop Series: Understanding Depression and Anxiety

Events:

Business Public Safety and Technology Division Event

PROFESSIONAL DEVELOPMENT

Professional Development

- Ernie & Joe: Crisis Cops Documentary and Discussion
- The Dynamic of Change: Using Stage Specific Therapy Strategies to Break the Cycle Webinar
- South Texas Leadership Academy for Staff
- Mental Health First Aid Training

- PTI/TAI Virtual Conference 2021: "Disability Services in the Age of COVID-19"
- Everfi HR Trainings
- AHEAD Returning to Campus, Post-COVID: A Two-Part Summer Panel Discussion Webinar Series (PART 2)
- June Brunch & Lunch: Thinking Outside of the Closet: An Introduction to the LGBTQIA+
- AHEAD annual Community Colleges Knowledge & Practice Community meeting
- AHEAD annual Veterans Special Knowledge & Practice Community meeting
- Faculty Advising Summer Workshop Series: The Deaf, the ASL Interpreter, What Do I Do?

Interpreting Services Activity Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	36
Post-Production ASL Interpreted Lectures (Asynchronous)	0
Post-Production ASL Interpreted Videos (Asynchronous)	76
Interpreted for Admissions/Enrollment	4
Interpreted for Advising/PASS	1
Interpreted for Financial Services	9
Interpreted for Testing Services	0
Interpreted for CSAS	12
Interpreted orientation/outreach	1
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	77
Interpreter Hosted Workshops	4
Interpret student and/or instructor meeting	6
Other	315
Total number of services provided	536
Total number of interpreted hours	161 hrs

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	20
Contacts with SAS Students	41
Assist Students in Registration Process	13
Mass Emails to CSAS Students/faculty/community	2
Additional Services	**Number of services/interns/interpreters**
Assign Cases to Counselors	34

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 4,035 contacts with students were conducted by Academic Advisors and PASS Program Advisors in June 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
- **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; the following workshops were held in June – Best Practices in Transfer Advising; Understanding Depression and Anxiety; The Deaf, ASL Interpreter What Do I Do?

- **Mentoring Services**
  - **College Advising Training Program (CATP)-** worked on schedule and presentations for training; recruited participants (teachers, administrators, counselors) from K-12 partners throughout STC District; a total of 17 participants registered for the training; training was held virtually; all participants during FY21 who were trained virtually will be invited for CTE Campuses tours in the Fall; future CATP trainings will be held in-person
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held weekly staff meetings with mentors; mentors completed webinars as part of their staff development; collaborated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentor
- **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;
  - Attended THECB Perkins V Orientation
  - Met with PASS staff to debrief on THECB Perkins V Orientation and serving CTE Pell Eligible and/or CTE Special Populations only for Childcare and Instructional Supplements; reviewed PASS Program Budget for current year and projected new expenditures for remaining of fiscal year for childcare and instructional supplements
- **Perkins V**
  - 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 and collaborated with SAEM Directors for completion of SAEM FY2022 Perkins V application;

B. Participated/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; provided professional development for advisors and faculty advisors; Held QEP Advisory Committee meeting to review status of QEP activities and discuss next steps for QEP; "Proposed Handoff Criteria" (transitioning students from academic advisement with Academic Advisors to program advisement with GPS/faculty) which is the last component of QEP with FTIC cohorts was introduced for discussion in Academic Council on Monday; communicated with Advisory Committee members who had questions on the monitoring Year One activities and data to be gathered for assessment; met with SACSCOC Liaison and Assessment team to review QEP status and next steps

C. 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. RICARDO J. SOLIS, PRESIDENT

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

DATE: JULY 21, 2021

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2021 THROUGH JUNE 30, 2021

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held meetings or discussions on the following items:
  - <u>Business Office:</u>
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Fiscal Year 2021-2022 Budget Committee meeting.
    - Fiscal Year 2021-2022 Budget status and pending items with Comptroller and Budget Manager.
    - Fund Balance update and review with Comptroller and Budget Manager.
    - HEERF refund response with Comptroller.
    - Uncollectable Report and Discharge of Debt discussion with Comptroller, Director of Student Accounts & Bursar, and Accounting Group Manager.
  - <u>Accountability, Risk, and Compliance:</u>
    - Analysis of policies and synopsis of each policy with Director of Accountability, Risk, and Compliance and Accountability and Compliance Manager.
    - COVID-19 Safety Protocols agenda items and reporting process for President's Administrative Staff meeting with Director of Accountability, Risk, and Compliance.
    - Insurance Coverages for Construction Contracts with Legal Counsel, Accountability, Risk, and Compliance team, Facilities Planning and Construction team, Purchasing team, and Insurance Agency.
    - Insurance RFP evaluations discussed with Director of Accountability, Risk, and Compliance, Risk Manager and Director of Purchasing.
    - Mid Valley Campus Building H contents inventory with Director of Accountability, Risk, and Compliance and Risk Manager.
    - Policy 4213 on Drug-Free Workplace and Campus and Board motion with Director of Accountability, Risk, and Compliance.
  - <u>Human Resources:</u>
    - 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.

- Human Resources and Title IX matters discussed with Director of Human Resources.
- Human Resources Department's Orientation Guide with Director of Human Resources.
- Office of Human Resources department staff updates with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
- One-time payment for Direct-Wage review with Director of Human Resources and Compensation and Payroll Manager.
- Various topics discussed including Work from Home and HR personnel matters with Director of Human Resources.
- Work from Home requests with Legal Counsel and Director of Human Resources.

- 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:
  - Advertising for Academic Affairs-NAH faculty with Director of Purchasing.
  - Purchasing Department's Orientation Guide with Director of Purchasing.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- Department of Public Safety:
  - Case discussion with Chief of Police.
- COVID-19:
  - College-Wide Safety Committee to discuss revised COVID-19 Safety Protocols.
  - COVID-19 Campus procedures and operations with Director of Human Resources, Director of Accountability, Risk, and Compliance, Benefits Manager, and Accountability, Risk, and Compliance Support Specialist.
  - Fall Semester Safety Protocols review with Assistant Vice-President for Academic Advancement.
  - 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 follow-ups.
  - Title IX Case Investigation Report 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, Legal Counsel and Director of Human Resources.
  - Title IX Complaint Process Flowchart with Committee.
  - Title IX Team case discussions with Committee.
- Other Meetings:
  - Air Purification System discussion with Director of Facilities Operations and Maintenance, Director of Purchasing, Director of Facilities Planning and Construction, and Finance and Administrative Services Project Manager.
  - Annual reports update with Finance and Administrative Services Project Manager.
  - Automation between Banner data and Office 365 Workflows & Power Apps (Data Connector for Enhanced Automation) with Director of Human Resources, Human Resources Systems Specialist, Records Technician, and Human Resources Information Systems Manager.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board items and content agenda with Administrative Specialist for Board Relations.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers and FAS Administrative Officer.
  - Employee-related matters discussed with Director of Facilities Operations and Maintenance.
  - FAS Departmental IE Plan review with FAS Administrative Officer.

- Finance and Administrative Services (FAS) Directors' monthly meeting.
- Finance and Administrative Services Survey review with Dean for Institutional Research and Effectiveness, Qualitative Researcher, FAS Project Manager, Accountant, and FAS Administrative Officer.
- Financial overview of Staffing and Pay Plan with Executive Assistant to the President.
- Flagged Grants response discussion with Interim President, Vice President for Student Affairs and Enrollment Management and Associate Dean for Student Financial Services, Testing, and Veteran Affairs.
- Institutional Equity Manager discussion and recommendations with Interviewing Committee.
- Institutional Equity Manager interviews.
- Institutional Equity positions review with Director of Human Resources, Chief of Police and other Title IX Committee members.
- IT Projects Status updates with the Interim Director of Human Resources, Comptroller, Director of Purchasing, and Project Manager.
- Legal Counsel billing and communication procedures with Executive Assistant to the President.
- Legal Counsel contract review with the Director of Purchasing.
- Legal Counsel historical rates and billable hours requested for Board review with Comptroller and Finance, Administrative Services Reporting Coordinator and Administrative Specialist for Board Relations.
- Mid Valley campus Library personnel complaint with Director of Human Resources.
- NAH Faculty Summer Extensions discussion with Assistant VP for Academic Advancement, Project Manager for Academic Affairs, Director of Human Resources, Dean for Nursing and Allied Health, and Compensation and Payroll Manager.
- New Legal Counsel requirements reviewed with Administrative Specialist for Board Relations.
- Non-employee incident review with Legal Counsel and Director of Accountability, Risk, and Compliance.
- Office of the Vice President for Finance and Administrative Services staff meetings.
- Pharr Lease Rate Charges with FAS Administrative Officer and FAS Project Manager.
- Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
- President's Cabinet Updates with Finance and Administrative Services Project Managers and FAS Reporting Coordinator.
- Projects review with FAS Administrative Officer.
- Reviewed several matters with new College President.
- Senate Bill 212 draft report review for 3rd QTR with Director of Human Resources and Accountability, Risk, and Compliance Support Specialist.
- Staffing Plan requests with Director of Facilities Operations and Maintenance and Finance and Administrative Services Project Manager.
- Staffing Plan review with Assistant VP for Academic Advancement, Project Manager for Academic Affairs, and Finance and Administrative Services Project Manager.
- Starr County Maxient case discussion with Director of Accountability, Risk, and Compliance and Risk Manager.
- Student related matters with Chief of Police and Director of Career & Employer Services.
- TASB call on Insurance Potential Claim notice with TASB representative, Director of Accountability, Risk, and Compliance, and Risk Manager.
- Zoom meeting on lawsuit case with Comptroller, Associate Comptroller, and Attorney.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - 87th Texas Legislative Session Recap.
  - ATIXA Title IX Hearing Officer and Decision-Maker Training and Certification.
  - Banner Release Update Webcast.
  - Colleague Release Update – June 2021 Webcast.
  - Ellucian Power Campus Self-Service: Getting Through the Last Mile BOF Webcast.
  - TACCBO Annual Conference.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - Business Office:
    - Budget and Staffing review for FY 2021 and FY 2022.
    - Discharge of Student Unpaid Debt.
    - Expenditure Budget Analysis.
    - Federal Fund Survey.
    - Flat Tuition and Fee Rates.
    - FY 2022 Budget Summary review.
    - FY 2022 Staffing & Budget Plans.
    - HEERF III Refund Response.
    - HEERF III Use of Funds Report.
    - One-time Payment Tax Deductions Review.
    - Salary Staffing Request Presentation for Board.
    - Staffing Plan Requests for DW Pools.
    - Student Uncollectible Report.
  - Human Resources:
    - Automation Banner Data/Office 365 Workflows & Power Apps.
  - Purchasing:
    - Personnel Matters with HR Director.
  - Facilities Planning and Construction:
    - Facilities Planning and Construction project updates.
    - Sale of College Property Review with Legal Counsel.
  - Facilities Operations and Maintenance:
    - Electricity Bill Management Report.
    - Mid-Valley Building H Storm Damages.
  - COVID-19:
    - COVID-19 Campus Safety Protocols review.
  - Title IX:
    - Title IX Case Discussion with Complainant.
    - Title IX Case Investigation Report letter edits.
    - Title IX Case review with ATIXA consultant and Legal Counsel.
    - Title IX Employee & Student cases.
  - Other:
    - 87th Texas Legislature Regular Session matrix.
    - Board Budget Presentation.
    - Budget Transfer approvals.
    - Campus Dining and Food Truck services.
    - COC Meeting agenda.
    - Employee Complaint Review.
    - Faculty Schedule Accommodations.
    - FAS Department IE Plan Reviews.
    - FAS Department's Orientation Presentations.
    - Hiring Packets Review and Approvals.
    - Institutional Effectiveness (I.E.) Plans.
    - Institutional Equity Manager Interviews.
    - Institutional Equity Title IX and 504 Positions Committee Review.
    - Insurance Requirement for Contractors Agreement Review with Legal Counsel.
    - Legal Counsel Contract.

- Legal Counsel Rate History and Report update.
- NAH Complaint Review.
- NAH Extensions Pay.
- Non-Employee Incident Insurance Potential Claim.
- Non-Employee Incident Review with Legal Counsel.
- Pharr Lease Rate Charges.
- President's Contract Review.
- President's Deferred Compensation Plan.
- Request for Qualifications (RFQ) for College Bond Counsel.
- Request for Qualifications (RFQ) for College Legal Counsel.
- Review and Approval of Documents.
- SACSCOC Financial Profile 2021.
- Student Expunge of Student Conduct Records Review.
- TASB Legal Counsel Case Review.
- TASB Policies Analysis.
- Texas State-Texas School Safety Center Report Review
- Time Clock Plus (TCP) approvals.
- Vending Machine Sales.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at June Finance, Facilities, and Board meetings on the following items:
    - 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
    - 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
    - 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
    - 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
  - ⇒ 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

- Started working on the following items for July Finance, Facilities, and Board meetings:
  - Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 - 2022
  - Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance
  - Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance
  - Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions
  - Bond Counsel Services
  - 2018 – 2021 Junior College Audit Report on Safety and Security
  - Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021
  - Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Proposed Amended Budget
  - Proposed Staffing Plan Revisions Requests for FY 2021 – 2022
    - A. Increases to FY 2021 – 2022 Salary Reserve Pool
    - B. Title Changes of Non-Faculty and Faculty Positions
    - C. Annual Salary Increase for Faculty and Non-Faculty Personnel
  - Proposed Employee Pay Plan for FY 2021 – 2022
  - Proposed Staffing Plan for FY 2021 – 2022
  - Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses
  - Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project
  - Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021- 2022 at the Starr County Campus
    - ⇒ Workforce Center Building D Automotive Lab Expansion
    - ⇒ North Academic Building C HVAC-R Labs Expansion and Renovation
  - Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021- 2022 at the Starr County Campus
    - ⇒ Workforce Center Building D Welding Lab Expansion and Renovation
    - ⇒ Workforce Center Building D Automotive Lab Expansion
    - ⇒ Workforce Center Building D HVAC-R Labs Expansion and Renovation
    - ⇒ Center for Learning Excellence Building A Culinary Arts Labs Renovation
  - Authorization to Proceed with Solicitation of Architectural Services for the District Wide Air Handler Replacements Project
  - Contracting Architectural Services for the following projects:

    - ⇒ Pecan Campus Information Technology Building M Generator Replacement
    - ⇒ Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles,
    - ⇒ Regional Center for Public Safety Excellence Canopies for Students and Instructors,
    - ⇒ Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
    - ⇒ Regional Center for Public Safety Excellence Drainage Improvements Phase II
    - ⇒ District Wide Automatic Doors Phase IV Project
  - ➢ Contracting Geotechnical Engineering and Materials Testing Service
  - ➢ Annual Facility Usage Agreements
  - ➢ Proposed FY 2021 – 2022 Committee Meeting Schedule
- Finance and Administrative Services Administrative Officer worked on the following items:
  - Assisted with an LHE calculation.
  - Attended employee satisfaction survey meeting and began working with FAS directors so they can provide department specific questions.
  - Completed EVERFI Trainings.
  - Created "Develop Management Reports" IE Goal.
  - ERP System Project.
    - ➢ Generated short term goals.
  - New hire paperwork/presentation: June 14th
  - Policy Synopsis: Cross checked with TASB local policies to match ours.
  - Reviewed Budget.
  - Reviewed departmental power point presentations.
  - Reviewed FAS IE goals.
  - Reviewed Policy# 4106: Weather or Other Emergency Leave.
  - Reviewed Policy# 4306: Vacation Leave Accrual.
  - Reviewed Policy# 4322: Donation of Sick Leave.
  - Reviewed the PSJA & STC MOU Agreement.
  - Staffing Plan: Researched websites that could provide salaries for Texas College employees.
- Project Managers worked on the following items:
  - 2021 Performance Measures Report Accounting Group Manager.
  - Activity Report for the month of May 2021.
  - Annual Reports Uploaded to OneDrive with Administrative Assistant.
  - Annual request for Information with Comptroller.
  - Applicant Tracking System Confidentiality Agreement with Human Resources.
  - Assisted the Department of Facilities Operation and Maintenance to determine monthly fee rate on a proposed Interlocal Lease Agreement between South Texas College and PSJA Dr. Daniel King College and University Center for Dual Credit students.
  - Assisted the Department of Facilities Planning and Construction and submitted the proposed agenda item for Coordinated Operation Council (COC) to the Office of the President.
  - Assisted the Department of Public Safety to work on the board write-up on the FY 2021 - 2022 Interlocal Agreement between South Texas College and LRGVDC on Transportation Services.
  - Assisted the Department of Public Safety to work on the board write-up to use HEERF funds to purchase UV Purifiers for installation in College Buses.
  - Continued to update the FY 2021 - 2022 Staffing Plan Revisions Requests with additional requests to unfreeze positions.
  - COVID-19 Safety Protocols and Environmental Health and Safety Manager.
  - COVID-19 Updates with the Director of Human Resources.
  - Created a presentation on the FY 2021 - 20 22 Staffing Plan Revisions Requests and assistance from HR on the Staffing Plan Process.
  - Created draft Board write-up for the agenda item related to Additional Staffing Plan Revisions Requests to be presented at July's Finance Committee Meeting.
  - Creating Magic Report with Graphic Designer.

- Employee Applications and Transcript Evaluations with Human Faculty Staffing Specialist Evaluator
- Employee Compliance Training with Director of Human Resources.
- FAS Satisfaction Survey Review with Finance and Administrative
- Finalized the Finance Committee meeting agenda write-up to request approval from the Board on the FY 2021 - 2022 Staffing Plan Revisions Requests, supporting documents, and presentation.
- Finance and Administrative Services Departments Recognition Meeting.
- FY 2020-2021 Staff Performance Appraisals Announcement.
- HEERF II Loss Revenue Entries with Comptroller.
- Human Resources Department Presentation.
- Institutional Effectiveness and Assessment Plan with Finance and Administrative Services Officer.
- Job Descriptions with Human Resources Assistant.
- New President's Finance Administrative Services Department Orientation Guide Presentations.
- Notice of Employment Process Map with the Office of Human Resources.
- Office of Institutional Equity Share Point Accountability, Risk, and Compliance Specialist.
- On Boarding Process with Director of Purchasing, Director of Human Resources and Comptroller.
- One Time Payment Alert Notice with Director of Human Resources.
- Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
- Prepared and finalized weekly President's Cabinet meeting packet.
- Records Management Newsletter with Accountability and Compliance Manager.
- Requested data from RAS to provide the number of students that attend each campus and center location from 2010 to 2021.
- Resignation Notice Process Map with the Office of Human Resources.
- Resource for Faculty & Staff with Digital Service Manager.
- Resume/Cover Letter for Applicants with Director of Human Resources.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
- Senate Bill 212 Quarterly Report with Accountability, Risk, and Compliance Specialist.
- South Texas College Applicant Screening Recommendation Members.
- South Texas Leadership Academy for Staff.
- Staffing Plan and Pay Plan Cover with Graphic Designer.
- Telecommuting Procedures with Director of Accountability, Risk and Compliance.
- Tuition and Fee Revenue Updates with Accountant.
- Updated and finalized the Board meeting agenda write-up to request approval from the Board on the FY 2021 - 2022 Staffing Plan Revisions Requests, supporting documents, and presentation.
- Work from Home Policy with Director of Human Resources.
- Worked on logistics to bring a food truck vendor on campus for a special one-day event for Student Activities to welcome back students.
- Worked on the Funding Reconciliation report for FY 2021 - 2022 Staffing Plan Revisions Request for HR's use.
- Worked on the monthly construction report included in the Facilities Committee packet.
- Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Account Receivable reconciliation with Accounts Receivable Supervisor.
- Accounts Payable Automation System Bid Evaluation 20-21-1032 with Purchasing and Information Technology (IT).
- Accounts Payable invoice process mapping with Accounts Payable Supervisor and Information Technology (IT) staff.
- Accounts Payable invoice process mapping with Information Technology (IT).
- Accounts Payable meeting.

- Accounts Payable personnel issues with Accounts Payable Supervisor.
- Accounts Payable prepaid maintenance review with Accounts Payable staff.
- Accounts Receivable and Cashiers recurring meeting.
- Address problems with AT&T invoices with Associate Dean of Library Services and Purchasing.
- Advertising for Accounting Group Manager position with Human Resources.
- Apprenticeship Grant meeting with Grant Compliance, Industry Training and Economic Development (ITED) and external agency.
- Audit FY 2020-2021.
- Audit Kick-off meeting with external auditors, Financial Aid, Human Resources and Purchasing.
- Background Checks (phlebotomy).
- Banner User Group (BUGs).
- Breakdown of unpaid reports "save" students and payment options with Student Services.
- Budget Committee Teams meeting.
- Budget for Advancing Completion and Employment in Information Technology (ACE-IT), Texas Affordable Baccalaureate (TAB) Grant and Dallas Community College District (DCCD) with Economics Instructor.
- Carl Perkins Budget tracking worksheets with Grants & Compliance.
- Cashiers disaster planning manual closing process parameters.
- Concur integration discussion with Information Technology (IT).
- CRC delinquent account transfer reversal process with Ellucian CRC consultants.
- Disaster recovery exercise process with Systems and Networking.
- Disaster recovery testing with Payroll, Human Resources and Information Technology (IT).
- Discussion of discharge student debt with Higher Education Emergency Relief Fund (HEERF) with North Central Texas College.
- DocuSign Pilot Group Testing and Implementation with Payroll and Business Office Systems Analyst.
- Ellucian WebEx to review fixed assets, requisitions and purchase order transaction dates with Purchasing.
- Facilities automation review.
- General Accounting update procedures with General Accounting staff.
- Grant audit with external auditor.
- Grant journal entries record retention with Business Office Managers.
- Grant meeting with Grant Compliance and Nursing and Allied department.
- Grant record retention with Grant Compliance.
- Grant status meeting.
- Industry Training and Economic Development (ITED) and Continuing Education Administrative Rate with Accounting Group Managers.
- Information required for the National Summit for Dual Credit Programs.
- Information Technology (IT) projects with Finance and Administrative Services departments.
- Interviews for Cash Management Accounting Assistant position.
- Interviews for Human Resources Assistant Director position.
- JagNet content committee.
- Lease content questions with Accounts Payable Supervisor.
- Month-end close with Accounts Payable Supervisor.
- Month-end close with Purchasing.
- Month-end Accounts Payable process.
- New approach in reviewing and approving the monthly Accounts Receivable reconciliations.
- Notice of Employment (NOE) process mapping with Human Resources and Risk Compliance.
- Nursing Shortage Reduction Program with Dean Dr. Jayson Valerio, Grants & Compliance.
- One-time payment with Business Office and Human Resources.
- Page builder review with Information Technology (IT).

- Payment issues and documentation discrepancies with the Child Development Center.
- Pending Accounts Payable items.
- Pending Budget items.
- Perkins Basic Walkthrough with Resource Development, Management and Compliance.
- Personnel meeting with Records Retention staff and Accounts Payable Supervisor.
- Police Sergeant interviews.
- Position Control process recap with Payroll Manager.
- Position Control process with Business Office and Human Resources.
- Positive Pay with Cash Management Manager.
- President's Administrative Staff.
- Process of transfer payment arrangements manually in June 2021 to Campus Receivable Collector (CRC) demo with Accounts Receivable and Cashiers.
- Project review with Information Technology (IT).
- Recurring Manager meeting.
- Request for Qualification (RFQ) Bond Counsel evaluation.
- Setup of manual loans on Campus Receivable Collector (CRC) with selected Cashier staff.
- Student balance write-off process with Higher Education Emergency Relief Fund (HEERF) funds discussion with San Jacinto College staff.
- Student discharge of debt as approved by Board of Trustees.
- Student Financial Obligation Agreement (SFOA) and Title IV demo with Information Technologies.
- Train Auxiliary Accountant on requisition approval process, preparation of Auxiliary Board reports and Auxiliary interest journal entries.
- Uncollectible Report and Discharge of Debt with Finance and Administrative Services Vice President and Cashiers.
- Upcoming projects for Accounts Payable.
- Vice President of FAS (Finance & Administrative Services) meeting.

TRAININGS OR WEBINARS:

- 2021 Government Accounting Standards Board (GASB) Overview.
- Accounts Payable Staff Bite Size Training #6.
- Disaster Recovery Exercise.
- Ellucian Banner release webinar.
- Everfi-Data Security and Privacy.
- South Texas Leadership Academy (STLA).
- Texas Associate of Community College Business Officers (TACCBO) Annual Conference.

WORKED ON THE FOLLOWING ITEMS:

- Management Reports – The Business Office staff worked on May board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

ACCOUNTS PAYABLE / GRANTS AND CONTRACTS:

- Accounts Payable and Chrome River websites.
- Answered questions regarding open encumbrance report submitted college wide.
- Argos report for Grants.
- Completed grant reporting in Texas State Library and Archives Commission (TSLAC) portal.
- Completed grant reporting in Texas Workforce Commission's reporting portal for two grants.
- Preparing College wide travel alert notices for updated travel procedures.
- Preparing for Accounts Payable and Travel end of year deadlines for AA Roundup.

- Preparing staff performance appraisals for management review.
- Reviewing month-end close processes with Accounts Payable staff.
- Testing banner patches and upgrades.
- Testing further new travel system issues.
- Worked on Accounts Payable Automation Institutional Effectiveness (IE) Plan.

Bank No.	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun
01 E&G	225	297	229	230	254	232	266	295	383	306
01 Direct Deposit	39	43	57	57	47	39	54	79	86	77
03 Student	7,026	2,062	429	100	10,724	5,716	1,703	2,535	1,013	5,035
12 I&S Taxes	-	-	-	-	1	-	-	-	-	-
16 I&S Bond	-	-	-	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10	17	12	7
31 Virtual Card	234	344	263	188	213	179	287	303	311	319
32 AP Card	1	3	2	1	2	-	4	1	2	4
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-

BUDGET & REPORTING:

- Budget Committee Presentation.
- Budget items needed by the Vice President for Finance and Administrative Services for Cabinet.
- Budget items needed by the Vice President for Finance and Administrative Services for the June Finance Committee meeting.
- Business Office Orientation Guide presentation.
- Discharge Student Debt motion for the June Finance Committee meeting.
- FY 2020-2021 Budget Amendment Entries.
- FY 2020-2021 Direct Wage Pool Analysis.
- FY 2021 and FY 2022 Tuition and Fee Analysis.
- FY 2021-2022 Restricted Expenditure Budgets.
- FY 2021-2022 Revenue and Expenditure Projections.
- FY 2021-2022 Staffing Plan Budget Analysis.
- Higher Education Emergency Relief Fund (HEERF) No Cost Extension Research.
- Higher Education Emergency Relief Fund (HEERF) Pre-Authorization Form and Process.
- Higher Education Emergency Relief Fund (HEERF) Refund Justification.
- Pending FY 2021-2022 Budget items.
- Prepared Frozen Position Summary for the Vice President for Finance and Administrative Services.
- Prepared Fund Balance Designation Presentation for the June Finance Committee Meeting.
- Prepared new FY 2021-2022 budget summary scenario.
- Prepared Pre-Authorization of Purchases with Higher Education Emergency Relief Fund (HEERF) Funds Form.
- Spring 2021 Lost Revenue Projections.
- State Appropriation and Property Tax Revenue Projection Presentation for the President's Administrative Staff Meeting.
- Unfreeze 100% Scenario for the Vice President for Finance and Administrative Services.

- Updated Budget scenario for the Vice President for Finance and Administrative Services.

ACCOUNTS RECEIVABLE/FINANCIAL AID ACCOUNTING:

- Access for Mid-Valley Childcare payments.
- Completed test on discharging Emergency Loan account debt as a Write-off Benefit in Campus Receivable Collector (CRC).
- Completed test to discharge Fall 2020 delinquent accounts transferred to Campus Receivable Collector (CRC) and Spring 2021 delinquent accounts remaining in Banner-Student.
- Completed the 2021 LBB Performance Measures Report for Institutional Support.
- Completed the setup of the Auxiliary Path Interlocal agreement.
- Higher Education Emergency Relief Fund (HEERF) Refund Justification.
- Preparing for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Financial Profile Indicators report due July 15, 2021.
- Suspended the Spring 2021 delinquent account transfer pending Higher Education Emergency Relief Fund (HEERF) III discharge debt decision.
- 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.
- Worked on Interim Audit Items.
- Worked on Section D Revenue Recognition Procedures.

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Compiled information for Human Resources regarding personnel issues.
- Facilities Planning and Construction form automation.
- Finalized open encumbrance report for Financial Managers.
- Interim Audit Items.
- Library payments marketplace store.
- Researched Government Accounting Standards Board (GASB) statement number 87 – Leases.
- Researched Government Accounting Standards Board (GASB) statement number 84 - Component Units.
- Troubleshooting Xtender time out issues.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	6	315
01 Direct Deposit	6	62
02 Payroll	10	218
02 Direct Deposit	5	3,622
03 Student	7	5,035
12 I&S	0	0
16 I&S	0	0
17 Plant	3	7
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	37	9,259

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	20
Bank Transfers between Bank Accounts	58
Wire Transfers for Benefits and International	1

GENERAL ACCOUNTING/CONSTRUCTION/FIXED ASSETS/PROPERTY TAX:

- Completed 96 monthly reports during the month of June 2021.
- Prepared board management reports and staff continues to work on monthly reconciliations and reports.
- Prepared a projected cost rate for the food truck.
- Student Transportation Department FY 2021-2022 Budget with Lower Rio Grande Valley Development Council (LRGVDC).
- Tax value report projection.

Duties	Total
Approval Queues - Requisitions Approved	2
Bank Reconciliations	8
Board and Management Reports Reviewed	145
Check provided to AP/Payroll - Cashed	13
Check verification for AP / Payroll / Student	37
Construction budget transfers reviewed and approved	18
Construction/Grants/payroll Checks and Bank Statements - Retrieve for Auditor	5
Copies of booklets/journal entries requested	35
Deposits prepared	25
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	133
Returned mailed checks - Logged and Filed	64
Returned Mailed checks - Disbursement	18
Emails - answered, prepared, initiated	755
Emails - received and read	928
Financial manager changes	15
FOAP created including activity codes and FOAP updates	16
FOAP provided for deposits and/or other depts requesting info.	47
Hours assisting other departments	2
Hours Filing and organizing of Journal Entries and boxing	3
Hours used for scanning - estimated	27.25
Hours used to log Scanned JE	14.5

Duties	Total
Hours used to prepare documents for scanning	2.5
Hours used converting BOR and Management reports PDF and running ARGOS	1
Hours used to compile and scanning LRGVDC backup	6
Donations - telephone calls received - FOAP questions	61
General Accounting Daily Banner Reports	220
Interdepartmental Transactions reviewed	35
Interdepartmental Transactions submitted	32
Invoices and encumbrances reviewed	19
Journal entries prepared	95
Journal entries processed including FUPLOAD	1,555
Journal entries- transactions processes	3,231
Journal entries/documents scanned	1,040
Journal Entries Logged	1,040
Journal Entries Filed and Organized including creation of labels	850
Journal Entries reviewed	107
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	22
Positive Pay Exemption-Number of checks researched/verification	13
Requisitions prepared	1
Stale dated list prepared	114
Stale dated letters mailed	755
Stale dated letters returned and logged	21
Stop payments processed (includes stale dated checks)	8
Transactions removed from bank reconciliation	76
Special Project - checks and bank statement for arbitrage	18
Audit Reports prepared	1
General Ledger/Construction/cash Procedures reviewed	6
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	3
Banner Testing hours/training - Hours Used-Gomer-FUPLOADS	1.45
Special Project hours LRGVDC-meetings/projection/motion	11
General Accounting Department Review meeting - hours	9
Special project - Hours to prepare performance appraisal	7
HR/AP Training	34.25
Special Project - GASB 87 Leases - hours	5.75

Description	June-21
General Journal Entry (Intra-Fund) (JE 15)	130
General Journal Entry (Inter-Fund) (JE 16)	83

Cash Receipts (CR 05)	627
Encumbrance Liquidation (E032)	6
Encumbrance Liquidation (E020)	0
Encumbrance Liquidation (E035)	0
Encumbrance Liquidation (E037)	0
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE 17)	10
Misc. Receipt Payments (CA10)	4
General Journal Entry (STCJ)	0

THE CASHIERS:

- Worked on student debt discharge FAQs (Frequently Asked Questions).
- Worked on access and updates for Student Financial Obligation Agreement (SFOA) processes.

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Argos report for Payroll.

Payroll Processes for the Month Ending June 30, 2021	
Payroll Re-issue Processed	9
Payroll Cycles	5
Payroll Checks & DD	4,390
TimeClock Plus Access Forms Processed	71
Number of Employees with OT reviewed for OT Memos	193
NOE's Approved	400
Salary Budget Transfer Forms Processed	8

Payroll Processes for the Month Ending June 30, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	3,311	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	521	Bank Transfers	5
Timecards Processed		**Stop Payment Processed**	
(Waged 3/16 - 3/31) SR07	90	Salaried	4
(Waged 04/01 - 04/15) SR08	208	Waged	0
Regular (Salaried: April) MR04	2,820		
	3,322	**Void Checks Processed**	
	225	Salaried	5
NOE's Approved		Waged	0
Approved NOE's	400		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	26	Waged	0
Salaried	354		

Payroll Processes for the Month Ending June 30, 2021			
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	8
FLAC	1		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	19	Salaried	0
Waged	262	Waged	0
	0		
Payroll Adjustment Worksheets	799	**Hand Cut/PBK**	
(Additions, Deletions, Changes)		Salaried	0
Salaried: MR04		Waged	0
(Salaried:)	12		
(Salaried:)	189	**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	149
Waged		Total Net	$251,228.10
(Waged:)	1		
Liabilities Processed	12		
ORP		Waged	64
Annuity		Total Net	$33,752.77
Student Loans	0		
United Way	4	**Direct Deposits Processed**	
Child Support		Salaried	3,703
IRS Levy		Total Net	$6,821,067.61
Withholding & FICA	11		
Met Life	11	Waged	474
Legal Judgement	MR- 0, SR-0	Total Net	$280,154.63
Social Security Administration	1		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	5		
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:

- Behavioral Intervention (BIT) Teams meetings to discuss risk assessments district wide with other college employees.
- College Safety Committee Meeting to discuss COVID-19 Safety Protocols with other administrators.
- Conference call to discuss a concern with South Texas College Vice President for Finance and Administrative Services and a Title IX Deputy Coordinator.
- Conference call with Dean of Library & Learning Support Services to discuss incidents that occur at the libraries district wide.

- Department of Public Safety (DPS) Team and Systems and Networking Team met to discuss the DPS dispatch phone line support when South Texas College Cisco Phone system is down.
- Department of Public Safety Lieutenant and Police Compliance Coordinator to discuss the Junior College Audit Report (JCAR) required by the Texas Education Code 37.108 (c) on the results of the Safety and Security Self-Assessment Audit.
- Department of Public Safety meeting to discuss operation processes with police lieutenant.
- Department of Public Safety police lieutenant and sergeant to discuss proposed training a group of police officers to primarily handle mental health cases at the college.
- Finance and Administrative Services (FAS) Safety Teams Meeting to discuss the proposed safety protocols for Fall 2021 with Vice President for FAS and other FAS Directors.
- Interview search committee for the Department of Public Safety police sergeant position.
- Police equipment proficiency training.
- Safety Meeting to discuss COVID-19 safety protocols and other safety concerns with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- South Texas College Department of Public Safety Meeting with Parking & Security and Police & Transportation Services Managers to discuss request to unfreeze some of the current frozen positions.
- South Texas College President's Administrative Staff to discuss different district wide topics with other administrators.
- Teams Coordinated Operations Council to discuss new capital improvement projects, new renewal & replacement projects, and the expansion/renovation Pecan Campus library project with other campus administrators.
- Teams Finance and Administrative Services (FAS) Meeting to discuss different topics with Vice President for FAS and FAS Directors.
- Teams meeting to discuss a personnel issue with Department of Public Safety Parking & Security Services Manager and Director for Human Resources.
- Teams meeting to discuss college safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Teams Meeting to discuss different Finance and Administrative Services (FAS) processes with FAS Vice President and other FAS Directors to present to the new college president.
- Teams Meeting to discuss the Department of Public Safety recommended locations of surveillance cameras at the renovation/expansion Pecan Campus Library with Camera Team Specialist and Parking and Security Services Manager.
- Teams meeting to discuss the recommended cameras for the Pecan Campus library expansion/renovation with other administrators.
- Teams Search Committee Meeting for the Director of Institutional Equity/Title IX and 504 Coordinator and Institutional Equity Manager/Title IX and 504 positions with other administrators.
- Texas School Safety Virtual 2 Day Conference where school safety topics were discussed and presented.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Approved requisitions.
  - Continued to gather all the 2020 Clery Crime Statistics.
  - Open records request on incident that occurred on South Texas College Technology Campus.
  - Referrals sent to risk management.
  - Reviewed incident reports on the South Texas College Department of Public Safety Automated Reporting Management System (ARMS).
  - Sent a referral to South Texas College Risk Management regarding a bodily injury incident on campus.
- <u>Surveillance Cameras:</u>
  - Began testing new features on the Avigilon Camera System.
  - Completed Avigilon upgrade.
  - Repairing surveillance cameras district wide.

- Submitted camera recommendation for Library Expansion/Renovation.

- Training:
  - Cardiopulmonary Resuscitation/First Aid training conducted by the Department of Public Safety Emergency Preparedness Coordinator and other Department of Public Safety employees.
  - Completed the required Data Security and Privacy Training.
  - Developed training for South Texas College stakeholders on "How to Stop Bleeding" during an emergency incident.
  - Numerous building evacuation drills at Mid Valley, Nursing & Allied Health, Starr, and Pecan Campuses.
  - Scheduled police officers to a Search and Seizure Training hosted by the Hidalgo County District Attorney's Office at the Regional Center for Public Safety Excellence.
  - Scheduled police officers to police equipment proficiency training.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave requests on Time Clock.
  - Approved times on Time Clock.
  - Continued to work on several hiring proposals.
  - Moved 2 security guard gators to be used at Nursing Allied Health and Technology Campuses.
  - Scheduled 1 more police officer (total of 3) on the graveyard shift.
  - Scheduled 24/7 security guard operation at Technology.
  - Worked on the police sergeants interview questions.
- Purchases and Repairs:
  - Police, Security, and Transportation vehicle maintenance.
- Shuttle Buses and Parking:
  - Started preparing online parking permit issuance for Fall 2021.
  - Submitted monthly ridership report, monthly trip log report, and monthly driver manifest which totals service hours driving and service miles.
- Other:
  - Completed the Texas School Safety Junior College Assessment Report (JCAR).
  - Continued working on the power point presentation on the services provided by the Department of Public Safety.
  - Prepared Clery and Non-Clery incidents presentation as they relate to Timely Warnings for the Clery Committee Meeting.
  - Prepared motions to present to the July Board the Texas School Safety Center Junior College Audit Report (JCAR) recently completed.
  - Prepared the Finance Committee Board Motion on the agreement between South Texas College Transportation Services and Lower Rio Grande Valley Development Council.
  - Prepared the Finance Committee Board Motion on the proposed purchase of Ultraviolet (UV) Air Purifiers for the South Texas College Transportation Buses.
  - Tested the Motorola Portable Radios for the Executive Crises Management Team.
  - Tested the phone system/network at the Department of Public Safety during a power failure as the generator turns on.
  - Verified the requirements on the Texas Law Enforcement Telecommunication System (TLETS) audit.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a vendor presentation on creating virtual campus maps with Public Relations staff.
- Coordinated Operations Council.
- Facilities Operations Council meeting.
- Finance and Administrative Services Directors Meeting.
- Finance and Administrative Services Facilities Planning Meetings.

- Fiscal Year 2021 - 2022 Capital Improvement Proposal evaluation meeting.
- June Board meeting.
- Media Advisory conference to Update Search for Next President
- Meeting to discuss District Wide Air Purification System with College staff.
- Meeting to review Mid Valley Campus and Starr County Campus Workforce project scope and schedules with Sara Lozano and Facilities Planning & Construction project manager.
- Meeting to review window leaks in Pecan Campus Building P with Facilities Operations & Maintenance and Accountability, Risk, & Compliance departments.
- Meeting with Shipping & Receiving and Facilities Planning & Construction staff to review emergency pathways at warehouse area in the Institute for Advanced Manufacturing Building E.
- New flooring material presentation meeting with vendor.
- Review Facilities Planning & Construction's 5-year Comprehensive Plan with College staff.
- <u>District Wide</u>
  - District Wide Automatic Door Openers-bid proposal opening and received two proposals.
  - District Wide Automatic Door Openers-Pre-Proposal Conference meeting for construction services.
- <u>Nursing and Allied Health Campus</u>
  - Nursing and Allied Health Campus-meeting to review concrete sidewalk Issues at NAH West Building B with engineer and Facilities Operations & Maintenance staff.
- <u>Pecan Campus</u>
  - Pecan Campus Building G Classroom Conversions-construction progress meeting
  - Pecan Campus Building G Classroom Conversions-meeting to review construction progress.
  - Pecan Campus Building M Generator Replacement-bid proposal opening and received two proposals.
  - Pecan Campus Library Renovation-meeting to review existing data and electrical systems with architect, engineer, and Facilities Operations & Maintenance staff; coordinated meeting to review of security camera locations with Library and Security staff.
  - Pecan Campus Library Renovation-meeting to review proposed security camera locations with Security Department staff; meeting to review proposed landscape and irrigation with architect, engineer, and Facilities Operations & Maintenance staff.
  - Pecan Campus Library Renovation-meeting to review south parking and site improvements with architect, engineer, and College staff; meeting to review 50% Design Development drawings with architect, Operations & Maintenance, Information Technology, and Library staff.
  - Pecan Campus Library Renovation-review existing plumbing, fire suppression, and mechanical systems with architect, engineer, and Facilities Operations & Maintenance staff.
- <u>Pecan Plaza</u>
  - Pecan Plaza Entry Courtyard Improvements-final completion walkthrough with contractor.
  - Pecan Plaza West Building C Kinesiology Renovation-construction progress meeting with contractor, architect, and College staff.
- <u>Regional Center for Public Safety Excellence</u>
  - Regional Center for Public Safety Excellence Chiller Installation-Pre-Proposal Conference.
  - Regional Center for Public Safety Excellence Drainage Improvements-meeting to review Engineers Joint Contract Documents Committee Owner Contractor agreement with legal counsel, engineer, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Drainage Improvements-TEAMS meeting to review Supplementary General Conditions wording with legal counsel, insurance provider, Vice President for Finance, Purchasing, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Drainage Improvements-Pre-Proposal Conference.
  - Regional Center for Public Safety Excellence Fire Training Area and Canopies-Pre-Qualification Conference to present the scope of work to architects.
  - Regional Center for Public Safety Excellence Fire Training Area and Canopies-received qualifications for Architectural Services.
  - Regional Center for Public Safety Excellence Portable Buildings-meeting on site to assess floor issues.

- Regional Center for Public Safety Excellence Portable Buildings-meeting on site to address sprinkler controls.
- Regional Center for Public Safety Excellence Portable Buildings-meeting on site with moving firm and Facilities Operations & Maintenance Staff to review leveling of portable buildings; meeting to review alternate option for leveling portable buildings with College staff.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Business Office with District Wide Parking Lot information.
- Assisted Purchasing and Fixed Assets staff with District Wide Land Inventory.
- Coordinated meeting with Facilities Operations & Maintenance and Accountability, Risk, and Compliance departments on window leak in Pecan Campus Building P.
- Coordinated Operations Council back up presentation documents.
- Coordinated with Facilities Operations & Maintenance and Accountability, Risk, and Compliance departments on window leak in Pecan Campus Building P.
- Drawings for Space Modifications.
- Finance & Administrative Services Division Orientation Guide and Outline for Facilities Planning & Construction department.
- Geotechnical Engineering and Materials Testing-review of Request for Proposals document for solicitation.
- July Facilities Committee Meeting preliminary agenda and write ups.
- June Facilities Committee Meeting agenda and write ups.
- Land Inventory backup information with Business Office.
- Provided additional information for Finance and Administrative Services Presidential Orientation presentation.
- Provided Administration with requested groundbreaking ceremony information for shovel troughs.
- Review budget process for equipment needed from Capital Improvement Proposals.
- Review of Fiscal Year 2021–2022 Capital Improvement Proposal updated requests.
- Review of invoices, change orders and pay applications and construction submittals from various Architects, Engineers, and Contractors.
- Review of Space Modification plans and requests.
- Title IX Training sessions required by Human Resources.
- Update of job description for Facilities Planning & Construction Coordinator.
- Update of Key Notes for Facilities Planning & Construction department.
- Updated Fiscal Year 2021-2022 Capital Improvement Projects and Renewals & Replacements project budget spreadsheets.
- Verified Physical Inventory under Facilities Planning & Construction.
- <u>District Wide:</u>
  - District Wide Automatic Door Openers-coordinating the proposal evaluation with the evaluation team.
  - District Wide Automatic Door Openers-evaluation of Request for Qualification proposals for professional engineering services.
  - District Wide Automatic Door Openers-issued an addendum to extend the due date for proposals.
  - District Wide Automatic Door Openers-power point presentation, agenda, and sign in list for preproposal conference for construction services.
  - District Wide Automatic Door Openers-processed addendum for rescheduling the receiving of proposals.
  - District Wide Deferred Maintenance of Roofs-received and reviewed the signed construction contract for Nursing & Allied Health Campus.
  - District Wide Deferred Maintenance of Roofs-review of 2nd draft of the construction contracts.
  - District Wide Deferred Maintenance of Roofs-review of final draft of the construction contracts.
  - District Wide Deferred Maintenance of Roofs-reviewed engineer progress invoice; received and processed signed construction contracts from contractors.
  - District Wide Flooring Replacement-finalizing five-year plan for carpet and luxury vinyl tile (LVT) replacement; worked on color boards for proposed flooring materials.

- District Wide Flooring Replacement-provided flooring replacement schedule to staff of various sites and departments for review
- District Wide Flooring Replacement-Request for Quotes to replace the rubber padding at Mid-Valley Campus Kinesiology & Recreational Center.
- District Wide Flooring Replacement-verified condition of rubber flooring for scheduling of replacement at Mid Valley Campus Kinesiology & Recreational Center Building C.
- District Wide Geotechnical Engineering and Materials Testing-evaluation of Request for Qualification proposals for geotechnical, asbestos investigation and material testing services.
- District Wide Screening of Equipment-review of construction contract.
- District Wide Screening of Equipment-review of construction quotes with Purchasing staff.

- Mid Valley Campus:
  - Mid Valley Campus Kinesiology and Recreational Center-review of existing flooring replacement needs.
  - Mid Valley Campus Workforce Expansions and Renovations-worked on updating project schedules.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus-site visit to verify facility conditions for inclusion in Renewal & Replacement Deferred Maintenance plan.
- Pecan Campus:
  - Pecan Campus Building G Classroom Conversions-site visit to verify status of construction progress; reviewed Change Order #1 for ceiling tile replacement.
  - Pecan Campus Building M Generator Replacement-conducted contractor Pre-proposal Conference with assistance of engineer and College staff.
  - Pecan Campus Building M Generator Replacement-coordinated the proposal evaluation with the evaluation team; reviewed Addendum #1 to Owner-Engineer agreement.
  - Pecan Campus Building M Generator Replacement-evaluation of Request for Qualification proposals for professional engineering services.
  - Pecan Campus Building M Generator Replacement-review of finalized plans and specifications with engineer; issued construction documents for advertising.
  - Pecan Campus Business and Science Building G Classroom Conversions-site visit to verify status of construction progress; reviewed Change Order #1 for ceiling tile replacement.
  - Pecan Campus Library Renovation-requested asbestos testing proposal from testing consultant; coordinated security parking lot block off for geotechnical testing.
  - Pecan Campus Library Renovation-review of 50% design development drawings.
  - Pecan Campus Library Renovation-review of asbestos testing proposal from testing consultant.
- Pecan Plaza:
  - Pecan Plaza Human Resources Building A Renovations-site visit to verify punch list items with contractor.
  - Pecan Plaza West Building C Kinesiology Renovation-site visits to verify status construction progress; review of submittals; drafted letter requesting delay of fire sprinkler installation.
  - Pecan Plaza West Building C Kinesiology Renovation-review of change orders.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopies and Fire Training-coordinated the qualification evaluation with the evaluation team.
  - Regional Center for Public Safety Excellence Drainage Improvements-review of Supplementary General Conditions wording with Legal Counsel, engineer, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Drainage Improvements-review of finalized landscape and irrigation plans with engineer and consultants.
  - Regional Center for Public Safety Excellence Drainage Improvements-conducted site visit to evaluate storm water levels in pond, swales, and Hidalgo County Drainage District canal.
  - Regional Center for Public Safety Excellence Drainage Improvements-request for proposals and advertisement.
  - Regional Center for Public Safety Excellence Drainage Improvements-review of construction documents from engineer for solicitation of construction services.

- Regional Center for Public Safety Excellence Drainage Improvements-worked on presentation for the pre-proposal conference.
- Regional Center for Public Safety Excellence Fire Training Area & Canopies-evaluation of Request for Qualification proposals for professional services.
- Regional Center for Public Safety Excellence Fire Training Area and Canopies-preparation of power point presentation, agenda, and sign-in sheet; conducted presentation to architectural firms in attendance.
- Regional Center of Public Safety Excellence Additional Chiller Installation-review of 95% construction documents from engineer with Facilities Operations &Maintenance staff.
- Regional Center of Public Safety Excellence Additional Chiller Installation-sent Request for Proposals and construction documents to engineer for advertisement.
- Regional Center of Public Safety Excellence Additional Chiller Installation-review of engineer's invoice for design services; advertised the solicitation for construction services; review of final plans and specifications.
- Regional Center of Public Safety Excellence Additional Chiller Installation-coordinated and facilitated pre-proposal conference with contractors, engineer, Facilities Planning & Construction, and Purchasing staff.

- Starr County Campus
  - Starr County Campus Workforce Expansions and Renovations-worked on updating project schedules.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan-review of preliminary master plan from architect and College staff; layout of athletic field and basketball court on site plan.
  - Technology Campus-site visit to verify facility conditions for inclusion in Renewal & Replacement Deferred Maintenance plan.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Air Purification System discussion with the Vice President for Finance and Administrative Services via Microsoft Teams.
- Applicants review with the Director for Human Resources.
- Coordinated Operations Council Meeting with the Coordinated Operations Council Team.
- Districtwide Automatic Door Opener Phase IV proposal meeting with the Facilities Planning and Construction department.
- Energy Efficiency in Steam Systems: Food Industry Success Story with the Association of Energy Engineers.
- 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.
- Finance and Administrative Services Directors Meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Facilities and Planning meeting with the Facilities Planning and Construction department.
- Geotechnical and Testing evaluations with the Construction Buyer from the Purchasing Department.
- Microsoft Teams Meeting to review a case with the Director of Human Resources.
- Owner Controlled Insurance Program meeting with the Facilities Planning and Construction department.
- Pecan Campus Building M Generator Replacement meeting with the Manager of Facilities Planning and Construction.
- Pepsi contract meeting with the Director of Purchasing.
- Pre-proposal conference for the Regional Center for Public Safety Excellence chiller installation with the Facilities Planning and Construction department.
- Pre-proposal conference for the Regional Center for Public Safety Excellence site drainage improvements phase II with the Facilities Planning and Construction department.

- President's Administrative Staff meeting to provide department updates with campus administrators.
- Regional Center for Public Safety Excellence Additional Chiller Installation Plan Review and Discussion with the Manager for Facilities Planning and Construction.
- Regional Center for Public Safety Excellence training area and canopies evaluation with the Facilities Planning and Construction department.
- Safety Committee meeting to provide department updates with the Vice President for Finance and Administrative Services. (several meetings throughout the month)

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Met with landscaping architect regarding renovation of building F.
  - Nursing & Allied Health Campus:
    - Completed generator repairs.
  - District Wide Campuses:
    - Completed monthly irrigation inspections, repairs in progress.
    - Completed municipal fire inspections deficiencies.
    - Completed soda and snack vending machine restock quantities, restock underway this month.
    - Completed typical pest control issues and equipment rentals.
- Custodial Department:

Duties	Number of Requests
Set-Ups	180
Moves/Relocations	67

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	276	$21,043.48
Electrical	126	$7,139.14
Energy Management	43	$701.65
HVAC	176	$7,721.47
Locksmith	102	$3,941.89
Painting	31	$1,151.08
Plumbing	154	$5,312.29
Plant Services		$344.04
Total Cost		**$47,355.04**
General Maintenance	4	
Total Work Orders	**912**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Auto insurance claim with Director of Purchasing and Texas Association of School Boards (TASB) staff.

- General Liability Insurance requirements with Risk Management Consultant.
- Incident analysis with Environmental, Health, and Safety Manager.
- Incident Reporting Form with Director of Human Resources, Benefits Manager, and Environmental Health and Safety Manager.
- Incident reporting portal with IT staff
- Insurance coverages for construction contracts with College staff and Legal Counsel.
- Insurance recommendation letters and spreadsheets with Risk Management Consultant.
- Insurance Request for Proposals evaluations with Purchasing Director of Purchasing.
- Non-admitted carriers with Risk Management Consultant.
- Owner-Controlled Insurance Program coverages with Facilities Planning and Construction staff.
- Property insurance claim for Mid-Valley Campus Building H with Insurance Adjuster.
- Property insurance claim meetings for Mid-Valley Campus Building H with Vice President for Finance and Administrative Services, Director of Facilities Operations and Maintenance, Director of Facilities Planning and Construction, Music Department Chair, Shipping and Receiving staff, and insurance carrier.
- Student Travel Waiver/Acknowledgment with Director of Student Activities and Wellness.
- Submitting liability claims with Vice President for Finance and Administrative Services and Texas Association of School Boards (TASB) representative.

- <u>Vice President for Finance and Administrative Services:</u>
  - Assessment framework for an enterprise resource planning software with Finance and Administrative Services Administrative Officer.
  - COVID-19 items with Vice President for Finance and Administrative Services and Director of Human Resources.
  - COVID-19 Safety Protocols with Vice President for Finance and Administrative Services.
  - Policy synopsis with Vice President for Finance and Administrative Services and Accountability and Compliance Manager.
  - Revisions for Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus, Policy #6320: Prohibition of Drugs and Alcohol on Campus, and Board motion with Vice President for Finance and Administrative Services.
  - Telecommuting Procedures with Finance and Administrative Services Project Manager.
- <u>Human Resources Process Improvement:</u>
  - Current state process map for Notice of Employment Trainer Re-Hire with College staff.
  - Current state process map for separation of employment with College staff.
  - Current state process map for termination by Employee Relations Officer with College staff.
  - Hiring process improvement action plan items with Staffing and Recruiting Manager.
  - Hiring process improvements with Staffing and Recruiting Manager.
  - Job description status with Human Resources Staffing Assistant.
  - Notice of Employment for Trainer New Hire current state process map with College staff.
- <u>Records Management and Retention:</u>
  - Employee leave records, retention schedules, and record retention process with Academies and High School Projects staff.
  - Microsoft Teams and Microsoft Stream storage options with Informational Technology staff.
  - Payroll encumbrance records with Texas State Library and Archives commission (TSLAC) Analyst.
  - Record retention changes and multiple entries for retention boxes with retention processing vendor.
  - Record retention revisions for processing vendor with Accounting Group Manager.
  - Record series and record retention periods with Learning Commons and Open Labs staff.
  - Recording Microsoft Team meetings and chat options with Client Services Analyst.
  - Records management with Administrative Specialist for Board Relations and Project Coordinator.
  - Records retention pending items with Accounting Group Manager and Business Office staff.
  - Retention period changes to retention boxes with Accountability and Compliance Manager.
  - Retention periods for grant records with Director of Learning Outcomes and Open Labs staff.
  - Shredding of convenience copies with Staffing and Recruiting Manager.
  - Shredding pricing variances with shredding vendor.

- Title IX:
  - Senate Bill 212 Quarter 3 Report with Title IX Coordinator and Title IX Deputy Coordinator.
  - Title IX Case Reviews with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Case Reviews with Title IX Liaison.
  - Title IX Case Status Report with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Closed cases with Title IX Deputy Coordinator.
  - Title IX Complaint Process Flowchart review with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
- COVID-19:
  - COVID-19 Employee Procedures with Director of Human Resources, Benefits Manager, and departmental staff.
  - COVID-19 related matters with Environmental, Health, and Safety Manager.
  - COVID-19 Safety Protocols with Dean of Students.
  - COVID-19 Safety Protocols with Director of Human Resources and Benefits Manager.
  - COVID-19 updates for Coronavirus Information webpage with Web Specialist.
- Trainings/Webinars:
  - 87th Legislative Session Recap.
  - AA/FM Roundup June 2021-Open Encumbrance Report training.
  - Microsoft Power Apps L100 training.
  - South Texas Leadership Academy for Staff.
  - Various college annual trainings.
- Other:
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Safety Team meetings.
  - Interviews for Cashier Assistant position.
  - Meeting with Dean of Student Affairs and Director of Counseling on COVID-19-related matters.
  - President's Administrative Staff meeting.
  - Telecommuting Procedures with Accountability and Compliance Manager.
  - Texas Association of School Boards (TASB) policy localization project with TASB Policy Specialist and departmental staff.
  - Weekly huddle meetings with staff departmental staff.

PROJECTS IN PROGRESS:

- Insurance:
  - Auto insurance claim.
  - Damaged contents inventory list for Mid-Valley Campus Building H Property insurance claim.
  - General Liability Insurance claim.
  - Incident Reporting Form.
  - Incident Reporting online website.
  - Incident Reporting Investigation Form.
  - Insurance Management Report.
  - Insurance Request for Proposal evaluations, insurance spreadsheets and recommendation letters,
  - Property insurance claim for Mid-Valley Campus Building H.
  - Property/Casualty Insurance and Student Insurance Board motions.
  - Texas Association of School Boards (TASB) Non-renewal Insurance Letter.
- Human Resources Process Improvements:
  - Current state process map:
    - Notice of Employment Trainer Re-hire.
    - Termination by Employee Relations Officer.
    - Trainers Notice of Employment.
    - Separation of employment to include staff retirement

- Future state process map on full-time Board approved staff.
- Hiring process improvement action items revisions.
- Job description total count report.
- Position Request Form notification revisions.
- Search Committee PowerPoint training presentation and training manual.

- Records Management and Retention:
  - 2nd Records Management Newsletter.
  - Record retention revisions for processing vendor.
  - Records Management Program Procedures revisions.
  - Records Retention Inventory for Retention Centers.
  - Shredding Bin Document Retrieval Request Form.
  - Shredding vendor invoices differences.
- Title IX:
  - Agendas for Title IX Case Study meetings.
  - SB212 Quarterly Report draft for academic year 2020-2021 revisions.
  - Title IX Complaint Process Flowchart.
  - Title IX Informal Resolution Agreement Research
  - Title IX updates and review:
    - Title IX Case Status Report.
    - Title IX Closed Case Report.
    - Title IX Master Case List.
    - Title IX Maxient Cases.
    - Title IX Transition Action Plan.
    - Title IX Weekly Cabinet Report.
  - Updates for College's Title IX webpage.
- COVID-19:
  - Centers for Disease Control and Prevention (CDC) new guidance on COVID-19.
  - Coronavirus Information webpage updates on COVID-19.
  - COVID-19 Campus Safety Protocols revisions.
  - COVID-19 Employee Procedures revisions.
  - COVID-19 FAQs.
  - COVID-19 reopening protocols for various Texas colleges.
  - COVID-19 reporting flowchart.
  - COVID-19 return to campus procedures research.
  - COVID-19 research for vaccine passports and physical distance guidance.
- Other:
  - 87th Texas Legislature Regular Session Matrix updates.
  - Department Enterprise Resource Planning gap analysis.
  - Departmental Finance and Administrative Services presentation.
  - Enterprise resource planning software timeframe assessment.
  - Policy 4213: Drug Free Workplace and Campus and Policy 6320: Prohibition of Drugs and Alcohol on Campus revisions; Board motion updates.
  - South Texas College and Finance and Administrative Services Policy Inventory Lists.
  - Telecommuting procedures.
  - Texas Senate Bill 1 General Appropriations Act for the 87th Texas Legislature.
  - Workflow requests, meeting minutes and agendas, monthly activity report, reviewed invoices, 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-one (21) 1295 Forms with the Texas Ethic Commission.
- Attended June Finance Committee Meeting and Regular Board Meeting.
- Completed the Human Resources online trainings related to Data Security and Privacy.
- 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 Business Office Administrative Assistant Roundup which was related to open encumbrances.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the FAS – Purchasing Orientation Guide/Presentation.
- Participated in the Finance and Administrative Services Information Technology Projects meeting and Enterprise Resources Planning System Questions Meeting.
- Participated in the FY2021 External Audit Kickoff meeting on June 14, 2021.
- Participated in the GFOA Lease Presentation on June 4, 2021.
- Participated in the South Texas Leadership Academy for Staff on June 10th and 11th.
- Participated in the Texas Association of Community College Business Officers virtual conference June 8-10, 2021.
- Prepared fifty-six (56) contract renewal vendor notification letters for the June 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 thirty-two (32) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved one hundred seventy-four (174) online Banner requisitions.
  - Created or updated twenty-nine (29) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved fifty-six (56) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed four hundred thirty-two (432) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Scanned over six hundred fifty-three (653) FY2020 purchase orders into Banner Xtender.
  - Submitted nine (9) new records and updated fifteen (15) 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: 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 Proposals: 21-22-1004 Promotional Items for Student Outreach
    - Request for Proposals: 21-22-1005 Promotional T-Shirts for Student Outreach
    - Request for Qualifications: 20-21-1053 RFQ – Engineering Services Geotechnical and Materials Testing
    - Request for Quotes: 21-013 Pecan Campus Parking Lot Light Pole and Fixture Installation
    - Request for Quotes: 22-001 Rental of Storage Facilities
    - Request for Quotes: 22-002 Printing and Mailing of Diplomas

    - Request for Quotes: 22-003 Financial Literacy Program for College Students
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1004 Promotional Items for Student Outreach
    - Request for Proposals: 21-22-1005 Promotional T-Shirts for Student Outreach
    - Request for Qualifications: 20-21-1053 RFQ Engineering Services Geotechnical and Materials Testing
    - Request for Quotes: 21-013 Pecan Campus Parking Lot Light Pole and Fixture Installation
    - Request for Quotes: 22-002 Printing and Mailing of Diplomas
    - Request for Quotes: 22-003 Financial Literacy Program for College Students
- Fixed Assets Department:
  - Reviewed all assets purchased since June 30, 2021 as follows:
    - Adjusted forty-nine (49) assets in Banner for the month of June.
    - Approved two hundred sixty-seven (67) 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 one hundred eight four (2,184) packages/boxes.
  - Completed thirty-one (31) faculty/staff moves in June.
  - Prepared ninety-seven (97) pallets of surplus for recycling purposes.
  - Prepared one hundred ninety-four (194) pallets for auction purposes.
  - Received and posted five hundred eighty-eight (588) purchase orders in Banner.
  - Transferred/relocated seven thousand four hundred seventy (7,470) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed twenty-five thousand four hundred three (25,403) copies at the copy center for the month of June.
  - Mailed out a total of fifty thousand eight hundred forty (50,840) letters and of those five hundred one (501) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Financial Aid - $448.41
    - Student Services/Admissions - $658.78

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended LOA (Letters of Appointment) Administrators Report – Review meeting.
  - Attended Page Builder - Sick Leave Pool application update meeting to discuss and approve the changes.
  - Attended the "Fueling the Next Decade of Innovation at Navarro College" webinar on cloud technology.
  - Attended the Bi-weekly Human Resources and the Vice President of Finance and Administrative Services.
  - Attended the DocuSign application training.
  - Attended the Finance and Administrative Services project update meeting.
  - Attended the Leadership academy online course for a day and a half.
  - Attended the Microsoft Power Apps training provided by Microsoft.
  - Attended the one-time payment meeting/testing with Human Resources and Business Office Payroll staff.
  - Attended the process automation follow-up meeting with the Informational Technology department.
  - Attended the weekly PowerSchool, PeopleAdmin new part-time position set up meeting.
  - Attended User Access Guidelines meeting.
  - Hosted the Meeting to discuss user access for FLAC (Faculty Load and Compensation) assignments and FLAC (Faculty Load and Compensation) reports for Human Resources Staffing review.
  - Met with all the stakeholders to map the current status of the NOE (Notice of Employment) process. In this month's meeting, the trainer new hire was completed and the trainer new hire was initiated.

- Met with all the stakeholders to map the current status of the separation of employment.
- Met with Information Technology staff to discuss the process automation project request, Banner connector, and Banner access log.
- Met with the Director of Human Resources and the Staffing and Recruiting Manager to discuss the procedures and the responsibility of each group on maintaining the EverFi training application.
- Met with the NEOGOV employee integration group several times during the month to create and upload the Division, Department, Position, and User data to their SFTP (Secure File Transfer Protocol) server to be processed by their software.
- Met with the Vice President of Finance and Administrative Services and the Director of Human Resources to discuss and request approval for Banner and Microsoft Office 365 Data Connector Creation Proposal.

- <u>Payroll/Compensation:</u>
  - Administrative/Executive, Staff Letters and Faculty Letters Meeting via Teams to provide status updates on projects with Compensation Specialist, Compensation and Payroll Manager and Human Resources Staffing staff.
  - Audit Kickoff Meeting via Zoom to introduce areas audited and how to provide requested documentation with all stakeholders.
  - Board Meeting to discuss the FY2022 Pay Plan and the FY2022 Staffing Plan.
  - Child Care Center 11/12 Meeting via Teams to discuss the Notice of Employments assignment start and end dates submitted by Childcare Manager with Childcare staff, Compensation/Payroll staff and Benefits Manager.
  - Compensation Project Meeting to discuss the expectations of the project and documentation preparation with Compensation Specialist, Payroll Assistant, and Compensation and Payroll Manager.
  - Disaster Recover Exercise 6/25 process to conduct testing in case of an emergency disaster situation.
  - FY2021-2022 Budget Committee Meeting via Teams presentation by Vice President of Finance and Administrative Services on the current year's budget with invited South Texas College faculty/staff.
  - FY2022 Initial Roll Over Meeting to prepare and discuss the process with the Compensation and Payroll staff.
  - FY2022 Roll Over Process Meeting as continuation of processing the necessary steps for the roll over process with Compensation and Payroll staff.
  - FY2022 Staffing Plan Spreadsheet meeting via Teams to review the requests submitted by Cabinet with Compensation and Payroll Manager, and Compensation Specialist.
  - Human Resources Bi-weekly Meeting via Teams to discuss departmental updates with the Office of Human Resources Managers and the Vice President of Finance and Administrative Services.
  - Human Resources Departmental Meeting via Teams to discuss departmental updates.
  - Human Resources Finance and Administrative Services Orientation Guide Meeting via Teams to conduct presentation on Human Resources Hiring Process with Vice-President of Finance and Administrative Services, Finance and Administrative Services Officer, and Human Resources Managers.
  - Human Resources Payroll Specialist (Full-Time Temporary) Meeting via Teams to review pool of applicants with Search Committee Members.
  - Notice of Employment Process Mapping Meeting via Teams to detail the Trainer process with all necessary stakeholders.
  - Nursing and Allied Health Faculty Summer Extensions Meeting via Teams to discuss the Intent to Hire/Intent to Re-Hire forms and Notice of Employment needed for summer assignments with Academic Affairs staff and Human Resources Managers.
  - One-Time Payment Testing Meeting via Teams to set parameters in Banner-production screens as completed in testing phase with corresponding Human Resources staff and Business Office staff.
  - One-Time Payment Updates Meeting to review status updates to process the One-Time Payment with Compensation and Payroll staff.
  - Presentation for the President Meeting via Teams to discuss the information to display on slides with Human Resources Managers.
  - Provided a brief training to Human Resources Assistants regarding the different employee classes and how it affects the authorization to work form for faculty and adjunct.

- Resignation Notice Process Mapping Meeting via Teams to detail the regular staff resignation process with all necessary stakeholders.
- South Texas Leadership Academy for Staff Workshop offered by Office of Professional and Organizational Development.
- Staffing Plan/Letters of Appointment Nursing and Allied Health Meeting via Teams to inform on the Nursing Faculty with summer extensions with Academic Affairs staff and Human Resources staff.
- State Employee Charitable Campaign Meeting via Zoom to provide updates with United Way Representatives.
- User Access for Faculty Load and Compensation (FLAC) Assignments and FLAC reports Meeting via Teams to discuss the interruption of employee access for employees with FLAC assignments with Human Resources Managers.
- User access Guidelines Meeting via Teams to understand the reason as to why employee access is being removed/interrupted with Information Technology staff and Human Resources Managers and staff.

- Staffing:
  - Bi-weekly staffing meetings.
  - Planning for Letter of Appointment for Administrator submission with Compensation and Payroll Manager.
  - Reviewed and approved job descriptions.
  - TEAMS Notice of Employment Process Mapping meetings.
  - TEAMS Resignation Process Mapping meetings.
  - TEAMS User Access Guidelines meeting.
  - Trained Staffing Specialist on daily duties.
  - Weekly PowerSchool meetings.
- Benefits:
  - American Disability Act request meeting to discuss procedures for faculty requesting American Disability Act accommodations.
  - COVID-19 Procedures and Operations meeting to discuss changes to procedures based on executive orders.
  - Employee Retirement System Benefits Coordinator's Summer Enrollment webinar to discuss open enrollment changes.
  - Employee Retirement System Question and Answer DeltaDental Webinar.
  - Employee Retirement System Question and Answer Health Insurance Webinar.
  - Employee Retirement System Question and Answer Life Insurance Webinar.
  - Employee Retirement System Question and Answer Optum RX Webinar.
  - Employee Retirement System Question and Answer TexFlex Webinar.
  - FAS Safety Meeting to discuss COVID-19 safety procedures.
  - Fiscal Year 2021 – 2022 Budget Committee Meeting.
  - Human Resources Bi-weekly meeting with Vice President.
  - Human Resources Departmental Meeting.
  - Incident Report Review meeting to discuss workflow for incident reports.
  - Leadership Workshop.
  - Letters of Appointment Administrative Report review meeting.
  - Notice of Employment process mapping meeting.
  - President's Administrative Staff meeting.
  - Resignation Notice process mapping meeting.
  - Sick Leave Pool Page Builder Meeting with IT department.
- Employee Relations (ER):
  - Attended meeting on the discussion of continuation of employment letter for hire project.
  - Attended meeting on the discussion of President's Administrative Staff agenda.
  - Attended meeting on the discussion of Safety Teams policies and procedures.
  - Attended meeting on the discussion of the creation of Argos Report for Employee Relations usages.
  - Attended meeting on the discussion of Work from Home issues and questions.

- Attended meeting on the interview conducted with potential candidate for Human Resources Specialist – Employee Relations position.
- Attended meeting on the Notice of Employment process mapping and workflow development.
- Attended meeting on the Request for Termination of employee.
- Attended meeting on the Resignation Notice process mapping and workflow development.
- Attended meetings on Human Resources related matters with Vice President for Finance and Administrative Services.
- Attended meetings on policies and procedures concerning departmental issues regarding employees with supervisors.
- Attended meetings on policies and procedures concerning departmental issues with employees.
- Attended meetings on the review of active complaints received with the Director of Human Resources.
- Attended meetings on the review of Human Resources departmental meetings.
- Attended meetings on the review of personnel files for potential employment with Federal Agencies.

PROJECTS IN PROGRESS:

- Staffing:
  - PeopleAdmin Reimplementation Part-Time Staff settings
  - Letter of Appointment for Administrators and Faculty.
  - Staffing Plan review.
  - Hiring process review.
  - Notice of Employment mapping.
  - Resignation notice mapping.
  - Intent to re-hire for Faculty changes.
  - Screening process modifications.
  - Updating Hiring Manual.
- Payroll/Compensation:
  - Completed and verified and provided the eligible employees list for the one-time special payroll to Business Office.
  - In progress with preliminary staffing plan spreadsheet with the staffing requests from Vice President of Finance and Administrative Services.
  - Completed, verified and updated the position control scheme and created new positions as needed.
  - In progress with reviews and updates for the FY2022 Pay Plan.
  - Completed June 2021 One-Time Payment Payroll Process.
  - Completed June 2021 Summer Adjustment Payroll Process.
- Benefits:
  - Sick Leave Pool Page builder database testing conducted for ongoing updates.
  - Provided appropriate documentation and responses to internal auditor regarding the ongoing Teacher Retirement System Audit.
  - Completed Teacher Retirement System of Texas Employment After Retirement report for the month of May.
  - Completed clearing of Suspended Records for the Teacher Retirement System of Texas Regular Payroll report for the month of May.
  - Completed benefit setups and changes regarding the One-Time Payment Payroll.
  - Provided changes and updates to regarding Incident Report automation process to department of Accountability, Risk and Compliance.
  - Completed benefit deduction corrections for Adjustment Payroll in June.
  - Completed the Employee Retirement System 1% Report for June.
  - Reviewed Affordable Care Act hours eligibility for Teacher Retirement System and Benefits.
- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
  - Working on investigations and case files.
  - Completed background checks.

- Working on employee relations matters with supervisors.

- Human Resources Information System (HRIS):
  - Automation of FLAC (Faculty Load And Compensation) user access application.
  - Argos application for multi Banner form access of Employee Relation screens.
  - NOE (Notice of Employment) mapping and automation.
  - Resignation mapping and Automation.
  - Analytics and Reporting standardization.
  - Argos ERO information access.
  - Compensation automation process (Argos and Banner/PeopleAdmin).
  - Argos NBAJOBS auditing script for Payroll.
- HRIS Type of Access Provided:
  - Flac Access:
    - Added: 6
    - Modified: 3
    - Removed: 9
  - FLAC Access Process:
    - If the user does not have Banner access request general Banner access from IS&P.
    - Request Banner FLAC HR User role from IS&P.
    - Request Banner FLAC Student User role from IS&P. (Needs approval from the student database owner)
    - Add user to HR Security table (PTRUSER).
    - Grant user Banner INB organizational access.
    - Grant user Banner SSB organizational access.
    - Request WebTailor FLAC Administrator access from IS&P.
    - If the user does not have Argos access, request one from IS&P.
    - Grant access to the user to appropriate folders and block all other folders.
    - Log the changes. (The whole process takes about an hour per user).
  - Business Office Payroll Tables (GWAP and Production Access):
    - Added: 2
    - Modified: 0
    - Removed: 0
  - Add New Payroll Hire to Social Intent:
    - Added: 1
    - Modified: 0
    - Removed: 0
  - Approve Business Office new hire Paycheck Pay Stub Administrator access in JagNet:
    - Added: 2
    - Modified: 0
    - Removed: 0
  - New HR Payroll Employee SSN access:
    - Added: 1
    - Modified: 0
    - Removed: 0
  - Xtender Access:
    - Added: 2
    - Modified: 1
    - Removed: 0
  - Argos Access:
    - Added: 0
    - Modified: 0
    - Removed: 2

- Systems/Reporting:
  - Visio charts:
    - Published: 1
    - Updated: 3
    - Created: 2
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 46
    - Resolved: 53
    - Currently Open: 6
  - PeopleAdmin Issues:
    - Assigned: 1
    - Resolved: 2
    - Currently Open: 0
  - EverFi Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0
  - NEOGOV Issues:
    - Assigned: 2
    - Resolved: 2
    - Currently Open: 1
- Human Resources Website Updated:
  - Main: 4
  - JagNet: 0
- Report Development:
  - Worked on 21 reports this month:
    - 12 – Internal Report Requests
      - ⇒ 2 Human Resources – General
      - ⇒ 3 Human Resources – Director of Human Resources
      - ⇒ 2 Human Resources – Payroll
      - ⇒ 1 Human Resources – Benefits
      - ⇒ 1 Human Resources – ERO
      - ⇒ 3 Human Resources – Staffing

    - 9 – External Report Requests
      - ⇒ 1 Academic Affairs – Vice President's Office
      - ⇒ 2 Finance and Administrative Services – Vice President
      - ⇒ 2 Research and Analytical Services
      - ⇒ 2 Business Office
      - ⇒ 1 Facilities Operations and Maintenance Department
      - ⇒ 1 Information Technology

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	332	40	TWC Claims	142	10
Fingerprints	102	19	Open Records Requests	07	1
DPS Driver Eligibility Checks	143	95			

Staffing/Staffing Support (Staff)	Count
Position requests	18
Job Descriptions reviewed and approved	5
Positions posted	18
Positions reposted	3
Positions extended	12
Positions canceled	6
Search committees' forms requested	3
Search committees assigned	28
Hiring proposals reviewed (HR Staffing Review workflow)	24
Job offers	12
New Hire Email Notifications:	
Full-time staff	9
Part-time staff	19
Trainers	4
Positions filled	10
PeopleAdmin user updates	17
Advertisements placed (Monitor, Town Crier, etc.)	3
Resignations/Terminations:	
Full-time staff	13
Part-time staff	6
Full-time temporary staff	9
Part-time staff (WS)	13
Part-time staff (DW)	64
Trainers	80
Temporary Agency Employees:	
Request	7
Replacements	0
Assignment Extension	0

Faculty Staffing	Count
Position requests w/job descriptions	7
Positions posted	2
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	3
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	2
Review Adjunct/Dual Credit applications	6
New Hire Email Notifications:	
Faculty	1

Faculty Staffing	Count
Lecturers	1
Adjuncts/Dual Credit	0
Positions filled	2
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	1
Email Activation/Deactivation	0
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	5
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	0
Reviewed in PeopleAdmin	3
Notices (1st, 2nd & Final notice)	0
Extension requests	0
Credentials entered in credential database Faculty/Staff	10
Vacancy Reports completed NOE course and Rate Review	0 77
Educational Supplements (Review, log, memo, send to payroll and faculty)	1
New hire/re-hire/transfer files (closing onboarding process) track transcripts	0
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk:	
Visitors Assisted	261
E-Verify:	
Cases submitted	45
TNC cases	0
Form I-9:	
Banner entry/updates (PEAEMPL)	45
Requests:	
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications:	
Processed Online	256
Processed Paper	61

Support	Count
Postings:	
Closed (Online)	45
On Boarding:	
New Hires	42
Transfers	33
Returning	10
Adjunct	36

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	97
Record Requests: External	1
Records Filed (by page)	656
Files Scanned & Indexed	455
New Hire/Active Personnel Files Prepared	0
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	18
Files Audited (by Records)	4
Special File Requests (HR Director, Auditor, etc.)	4
WFH - Activity Reports Received and Logged	222
WFH – Agreements Received and Logged	27
Employment Reference Checks Logged	0
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention (purged)	10
Files Moved Back from Storage Room	11
NOE Process Mapping and Automation Workflow	Mapping In progress
Resignation Process Mapping and Automation Workflow	Mapping In progress

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	3
Internal Transfers	2
Benefits Credits/Collections	1
TRS ED Records reported	200+
TRS RR Records reported	12
TRS Prior Yrs. of Svc Verifications	1
Texa$aver 457/403B Accounts	2

Benefits	Count
Faculty (Adjunct, Temporary)	6
Exits	
Full Time	15
Retirees	3
FMLA Requests	
New	11
On-Going Cases	6
Closed	9
FMLA Intermittent Requests	
New	0
On-Going	10
Closed	2
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	
New	6
On-Going Cases	5
Closed	1
Tuition Reimbursement Applications Processed	1
Tuition Reimbursement Applications ready for payment	1
Tuition Grant Applications	
Employee	20
Dependent	5
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
Sick Leave Pool Hour Request Approvals	4
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	1
ERS Changes	2
Vacation Settlement Worksheets	7

Payroll	Count
PDR Notifications	266
Direct Deposit Transactions	
Full Time	27

Direct Wage/Work Study/Trainer	23
Resignations	
Full Time	6
Direct Wage/Work Studies	3
Garnishments	52
State Charitable Deductions	81
TXOAG Reporting	48
Payroll DOC/ADJ/SLP Worksheets	61
New Hires, Rehires, Transfers	25
Name Changes	0
Address Changes	0
Form W-4 Changes	58
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	26
TWC	2
Letters sent	5
Phone Calls	15
Cell Phone Stipends	1
Adjunct Leave Forms	0
NOE	13
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	156
Work Study	23
Adjunct	15
Overload	61
FLAC Dual Credit assignments reviewed	808
FLAC entries reviewed and applied	798
Trainers	108
Dual Enrollment	2
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	1
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	0
Faculty Classification Changes	0
Special Assignments	17
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	62
Staff Special Assignment	0
Large Class Payments	7
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions:	2
Approvals	3
Hiring Proposals	13
Payroll Worksheets	23

Move Request Updates	26

Report Development
Internal Reports
• Continue to update the current and vacant faculty positions for the FY22 staffing plan report. • Provided the updated preliminary staffing plan FY22 to Business Office. • Provided a current employee report to Benefits Specialist to enable them to update their filed records. • Provided payroll register extracts to Human Resources/Payroll Specialists to verify the one-time payment payroll.
External Reports
▪ Monthly online Department of Labor employee count on the payrolls for June was 1853 – submitted online.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	JUNE 21, 2021
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2021 – JUNE 30, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held several meetings with Academic Leadership Team
- Attended STC Coordinated Operations Council Meeting, June 1
- Facilitated meeting to discuss Non-Credit to Credit (CEU to SCH) Guitar Academy, June 3
- Participated in the South Higher Education Regional Council (HERC) Meeting, June 3
- Met with Learning Outcomes Director to discuss updates/progress, June 4
- Attended STC Board of Trustees Special Meeting, June 8
- Met with BPST Dean to discuss Master Plan for Technology Campus, June14
- Met to discuss SACSCOC Substantive Change Prospectus and Action Plan, June 15 & 24
- Participated in Texas Pathways Institute Meeting, June 16
- Met to discuss the Program Review criteria for Continuing Education Programs, June 17
- Met to discuss COP Major Priority 2: Persistence Strategies, June 17
- Met with PSJA administrators to discuss several DCF applications, June 17
- Met with AA leadership team to discuss Test Proctoring Services, June 17
- Met to discuss potential partnership with international high schools, June 18
- Participated in Planning and Development Staff meeting, June 18
- Met with Distance Learning Dean to Discuss CBE, June 23
- Met with Dual Credit team to review and discussion of TEA Legislation for Designated High Schools, Jun 23
- Met with the NAH Dean and new chair for BSN, June 24
- Met with Starfish Administrator to discuss next steps to connect Starfish to GPS, June 24
- Meeting with Deans regarding Enrollment and Scheduling, June 25
- Facilitated Academic Council Meeting, June 28
- Met to discuss Carl Perkins Grant, June 29
- Met with new chair for Technology Management Program, June 29

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring the Summer and Fall 2021 semester course offerings
- Continued 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
- Working on updating FY22 Faculty Handbook and FY 22 Pay Plan
- Finalizing Academic Affairs Institutional Effectiveness Plans and Comprehensive Operational Plans
- Finalizing AA awards and planning for Fall 2021 events
- Developing process and procedures for converting Non-Credit to Credit Guitar Academy and Song Academy
- Developing a plan to coordinate Active Learning Classrooms after the grant
- Working with several HR cases
- Finalizing Academic Affairs Division Banners - Goal is to have it ready for December graduation
- Finalized the Guidelines for the Modification to Teaching Schedules
- Finalized the Guidelines for the Merging of Sections
- Worked on the EWDC presentation: OER and Interlocal Agreements
- Worked with HR and Dual Credit Dean to provide a response regarding the DFC approval process
- Reviewing and Approving Summer NOEs
- Coordinating STC & UTRGV Collaborative activities
- Coordinating a Process Review for Bachelor Programs recruitment
- Working on Developing a GUIDE for each Meta-Major
- Working on NAH process and procedures to update the pay plan
- Implementing Action Plan for 2020-2023 Academic Affairs Strategic Priorities/COP
- Working with Continuing Education (CE), industry training processes, and Distance Learning to develop online modules for CE
- Continue working on Faculty Cost analysis
- Developing a process to recruit and hire online faculty
- Revised the Guidelines for Faculty Request for Flexible Schedule and created the Faculty Responsibilities Plan
- Developed a CAO Message on Classroom Capacity Modification for Fall 2021 semester
- Working with HR to finalize the New Intent to Hire for Summer II Session forms and documents
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Response to Faculty Senate Report requesting faculty to choose the modality of their courses
- STC Competency-Based Education Programs
    - Development Manual
    - Faculty Handbook
    - Student Handbook
    - SACSCOC Substantive Change Prospectus
- Updating all manuals and reports for the division
- Developing several guidelines and Handbook of Operating Procedures templates
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Coordinated Operations Council Meeting, June 1
- DHSI Grant Inside Track Meeting, June 1
- Youth Campus Faculty Orientation, June 1
- Discussion with Project Manager on Direct Wage funding for departments, June 2
- Review of RCPSE Plans for FY22, June 2
- Cosmetology Advisory Committee meeting, June 2
- BPST Department Chairs and Staff meeting, June 3

- South Higher Education Regional Council Meeting, June 3
- Perkins Discussion, June 4
- South Texas College Technology Campus meeting and tour with South Texas ISD, June 7
- Meeting to discuss Registration Boil Bash, June 7
- Leadership meeting to discuss plans for the HR/Office Administration Programs, June 8
- STC Board of Trustees - committee meetings and Special Board Meeting, June 8
- Review and timeline of Workforce projects, June 9
- Update meeting on Perkins Leadership Grant, June 9 & 10
- BPST Division Meeting for Chairs and Director of RCPSE, June 11
- Technology Campus tour of VR lab with Distance Learning staff, June 11
- President's Administrative Staff meeting, June 11
- Meeting to discuss Business Administration specializations, June 14
- Interviews with HVAC Instructor candidates, June 14-15
- College Safety Committee Meeting, June 15
- FY 2021 – 2022 Budget Committee Meeting, June 15
- Perkins State Leadership Grant Application review and discussion, June 15
- Dual Credit Faculty Approval Process meeting and discussion, June 15
- Perkins Leadership Grant meeting to finalize proposal, June 15
- Registration Boil Bash at the Technology Campus, June 16
- VR Lab Tour with OPOD, June 16
- Spring 2021 Recap for BPST Division secretaries, June 17
- Test Proctoring Services review and discussion, June 17
- Enrollment Strategies with Vice President for Student Affairs and Enrollment Management, June 17
- Spring 2021 Recap for BPST Division lab assistants, June 18
- Planning and Development Council, June 18
- VR Lab Tour with Educational Technologies, June 22
- Discussion of CBE Courses for Business Program, June 22
- WECM Advisory Committee Meeting, June 23
- Evaluations of qualifications for firms, June 23
- BPST Division Registration Event at Pecan Campus, June 23
- Automotive Practicum Course for Dual Credit meeting and discussion, June 23
- Meeting to update dual credit staff on Fire Academy dual credit program, June 23
- Meeting and discussion with Edinburg CISD to discuss Fire Fighter Program, June 24
- CBE Substantive Change meeting to discuss action plan, June 24
- Recording for Police Academy Completion Ceremony, June 25
- Regional Center for Public Safety Excellence Team meeting, June 25

Project Manager

- DHSI Grant Inside Track Lick Off Meeting, June 1
- Youth Camp Faculty Orientation, June 1
- Perkins State Leadership Advancing Completions and Employability Meeting, June 3
- Perkins Basic Meeting, June 4
- Registration Boil Bash Update, June 7
- South Texas ISD tour Technology Campus Programs, June 7
- DHSI Grant Assessment/Feedback, June 8
- Persist Discussion, June 9
- Direct Wage Funding Positions and Special Assignments Meeting, June 9
- Perkins Basic Grant Orientation FY 22, June 10
- Registration Boil Event Meeting with Student Activities, June 10
- Perkins State Leadership Discussion, June 10
- BPST Division Meeting, June 11
- Technology Campus VR Lab Tour, June 11
- Perkins Application meeting with Academic Affairs, June 14

- Meeting to discuss Master Plan for Technology Campus, June 14
- Registration Boil Bash at Technology Campus, June 16
- VR Lab Tour with OPOD, June 16
- Spring 2021 Recap with BPST Secretaries, June 17
- Spring 2021 Recap with BPST Lab Assistants, June 18
- PR Meeting for Public Administration Communication Plan Build Up through Radius CRM, June 21
- Office Administration Lab Visit at Starr County Campus, June 21
- La Joya ISD Tour of CTE Programs (Welding, AEDT, Automotive and Culinary), June 23
- BPST Registration Event at Pecan Campus, June 23
- Office Administration Lab visit at Mid-Valley Campus, June 24
- Law Enforcement Ceremony Planning, June 24
- Technology Campus Tour with Dual Credit Pathways Mid-Valley Staff, June 25
- RCPSE Staff Meeting, June 25
- Law Enforcement Simulator Demo with APEX, June 25
- Perkins Application meeting with Grants Office and AA Office, June 25

Director of the Regional Center for Public Safety Excellence

- Review of car fire fees, June 1
- Review uniform equipment needed for fire instructors at RCPSE, June 1
- Comprised a list of FY 22 courses for a meeting, June 1
- Meeting on repairs for car fire trailer with company repairman from Fireblast, June 2
- Meeting on training courses offered at RCPSE, June 3
- Contacted Pharr Fire Dept. regarding hosting fire courses at RCPSE, June 3
- Contacted VIRTRA company on fire arms simulator warranty quote regarding how long valid for, June 3
- Submitted information regarding justification for fire instructor being at RCPSE for car fire repairs, June 3
- Coordinated with Pharr PD regarding hosting the academy Advisory Board meeting, June 4
- Completed mandated training assignments by H.R., June 7
- Coordinated future training with the D.A. office, June 7
- Followed up with training instructor upcoming auto theft class, June 7
- Coordinated with College Connections to speak to training class regarding officer recruitment, June 7
- Space modification follow up to PB6-B, June 7
- Discussed warranty on Firearm Simulator pending new budget, June 7
- Meeting AA-FM Round Up training, June 8
- Research TLETS course information and instructor, June 8 & 10
- Coordinating Border Patrol recruiters to meet with police cadets through academy staff, June 10
- Meeting with program chairs and BPST Dean at Technology, June 11
- Spoke to walk-ins regarding Police Academy and student question on final grade, June 11
- Contacted McAllen Fire Dept. regarding fire training and researched National Fire Academy curriculum, June 14
- Contacted vendor on fire equipment uniforms, June 14
- Meeting with Interim President on fire training, June 14
- Monitored Auto Theft Training Class, June 15-17
- Monitored Search Warrant Training Class, June 15-16
- Coordinated with academy chair on a visit by Border Patrol to recruit cadets, June 15
- Contacted by Edinburg PD on use of EVOC course, June 16
- Contacted Regional Texas A&M Engineering Extension Service (TEEX) on fire training courses, June 17
- Spoke to Edinburg PD training coordinator on use of EVOC course, June 17
- Met with instructor at RCPSE to prepare for upcoming class to start on Monday, June 18
- Completed mandated training by STC HR, June 21
- Crime Scene Search law enforcement class, June 21-25
- Coordinating Advisory Board meeting for RCPSE, June 23
- Registered students through Banner, June 24
- Border Patrol confirmed recruitment effort for Tuesday with academy cadets, June 25
- Presented certificates to Crime Scene Search class attendants, June 25

- Staff meeting with Dean and academy personnel, June 25
- Monitored Crime Scene Search class during the week, June 21-25
- Mental Health Training for Jailers course, June 28
- Coordinating with Pharr PD for a Bicycle Patrol school, June 28
- Monitored Mental Health class, June 28
- Distributed certificates for the Mental Health Training class, June 28
- Registered students attended Mental Health class through Banner for C.E., June 29
- Coordinating meeting at RCPSE for fire chiefs, June 29
- Coordinating future training with La Joya ISD, June 30

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Youth Camps Faculty Orientation, June 1
- Weekly AEDT Program Review & Changes Meetings with AEDT faculty, June 2, 9, 16 & 23
- Program Chair and instructor meeting with WISD DC faculty to discuss semester performance, June 3
- Worked on Perkins Grant paperwork and required documentation, June 3
- Worked with instructor and Direct Wage staff to plan out IT assistance requests for AEDT computer labs at Technology Campus and Mid Valley Campus, June 4
- Started working on an Improvement Plan for WISD DC faculty, June 4
- STC Technology Campus Tour and Site Visit for South Texas ISD, June 7
- AA-FM Roundup June 2021-Open Encumbrance Report Training Workshop, June 8
- BPST Division Meeting - Department Chairs/RCPSE Director and Staff, June 11
- Meeting with Distance Learning Staff in VR Lab, June 11
- AEDT Lab Assistant Search Committee - reviewed applicants, June 11
- BPST Registration Boil Bash at Technology Campus, June 16
- Adobe Education Leaders Reflections on Leadership Webinar, June 16
- VR Lab Tours, June 16 (OPOD) & 22 (ET)
- AEDT Lab Assistant Hiring Committee Meeting, June 18
- Perkins SPA activity: OER Bootcamp-Week 3 Workshop, June 21-25
- Perkins Grant Special Assignment activities, June 21-Jul 30
- Building Communities Conference Presentation planning meeting with AEDT faculty, June 21
- La Joya ISD Technology Campus Tour, June 23
- Department Chair and instructor participated in the BPST Registration Bash at Pecan Campus, June 23
- Perkins SPA activity: CBE & Apprenticeships meeting with BPST Dean, June 24
- Geospatial Engineering Technology program proposal presentation at Academic Council meeting, June 28
- Perkins SPA activity: Sent out meeting request to IAM personnel for Apprenticeship information, discussed Apprenticeship information & CBE possibilities with Omar Valdes, TWC information on Apprenticeships and apprenticeship.org site, researched OER materials for VR & other emerging technologies, setup Outlook Calendar to record daily activity logs, June 28-Jul 2
- Reached out to students and AEDT faculty regarding several job opportunities, June 28 & 29
- AEDT Lab Assistant Search Committee interviewed applicants, June 30
- Worked on Perkins Quote Refresh with Purchasing, Grants Office, and Dean's office, June 28-30
- AEDT Faculty Search Committee: Prepared memo for recommendation, called references, and contacted HR with questions regarding the process, June 28-Jul 1
- Sent Fall 2021 schedule updates to scheduling office, June 30

Business Administration

- ECON 2302 OER Course Development meetings, June 1, 8, 15, 22
- Transition meeting with HR Specialist and Office Administration Chair, June 2
- Concourse New Chair Training meeting, June 3
- BPST Division Meeting for Department Chairs/RCPSE Director and Staff, June 11
- Business Administration Presentation for RGV Lead ALA Virtual Externship program, June 16
    - Human Resources Specialist and Office Administration Department Chair presented on behalf of the department.

- Boil Bash Registration event at the Technology Campus, June 16
- BPST Registration Event at Pecan Campus, June 23
- Economics instructor interviewed by KRGV Channel 5 news on employment in the area, June 25
- ECON 2302 OER Course Development Presentation to all ECON faculty, June 28
    - Course was completed by faculty. ECON Faculty approved course for use in all ECON 2302 sections starting Fall 2021.
- Economics instructor provided an interview in Spanish to KRGV Channel 5 news on cost of building the border wall, June 29

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

- Coordinated CBE development for DBT courses, June 1-30
- Carl Perkins Grant internships with DBT faculty, June 1-30
- Continued development of CBE course for the Construction Supervision Program, June 1-30
- Completed hiring process for two HVAC Full Time Regular positions, June 1-30
- Development of FY 22 Perkins Leadership Advancing Completion and Employability (ACE). Activity included several grant meetings, grant writing/review, and contacting/partnering with potential industry partners and institutes of higher education which were included in the grant, June 1-23
- Completed and submitted the MADISSAR Grant. Grant was approved on June 25, June 1-25
- Reviewed and approved of Lending Library article, June 1
- STC Technology Campus Tour and Site Visit with South Texas ISD Administration, June 7
- BPST Division Meeting - Department Chairs/RCPSE Director and Staff, June 11
- Division of Business, Public Safety and Technology Registration Boil Bash, June 16
- Coordinated and updated all syllabi for Construction Supervision program with faculty, June 17
- Submitted NACEP documentation, June 17
- Submitted two proposals to present with AEDT faculty at the annual Building Communities Conference with the RGV chapter of the American Institute of Architects, June 17-21
- Discussion of PLOs for CBE courses with BPST Dean, June 18
- Attended Planning and Development Staff meeting, June 18
- Meeting with Hidalgo County Regional Mobility Authority regarding potential employment opportunities for students in the AEDT program and Construction Supervision program, June 24
- Was contacted by Half Associates regarding potential employment opportunities for students in the AEDT program, June 24
- CBE planning meeting, June 24
- Was contacted by PR regarding possible article regarding National Shortage of HVAC Technicians, June 28
- Academic Council Meeting, June 28
- Learning Outcomes meeting, June 29
- Attended Council of Chairs Meeting, June 30
- Division of Business, Public Safety and Technology Registration Event at Pecan Campus, June 23
- Submitted FY 22 Perkins Leadership Advancing Completion and Employability (ACE), June 23
- Researched the implementation of potential VR software's into the HVAC program, June 29

Human Resources and Office Administration

- Attended Transition Meeting with Business Administration Department Chair, June 2
- Microsoft SharePoint Training Workshop, June 4
- Office Administration and Human Resources Departments Teams Meeting, June 7
- Leadership meeting with BPST Dean, June 8
- Webinar TAA Reversion, June 8
- Pronto Team Communication Training, June 8
- CPR/First Aid/AED Online certification training course, June 10
- BPST Division Meeting for Department Chairs/RCPSE Director and Staff, June 11
- College Advisor Training Program with Coordinator of Special Advising, June 14 -18
- Spark Training, June 14
- Meeting to discuss BA Specializations with BPST Dean, June 14

- ASL Training, June 15 & 17
- Presented to Dual Credit Pathways Dept, June 16
- Attended & presented to the RGV Lead Teacher Externship, June 16
- Boil Bash Registration Event at Technology Campus, June 16
- Office Administration Campus Visit (Office Admin Lab) Starr County, June 21
- ASL Training, June 22, 24 & 29
- Local SHRM Chapter 390 meeting, June 23
- BPST Registration Event at Pecan Campus, June 23
- Office Administration Campus Visit (Office Admin Lab) Mid Valley Campus, June 24
- BPST Student Success meeting, June 24
- Microsoft Power BI training, June 25
- Flatworld Publishing LMS review for Organizational Behavior, June 28
- Spark Online discussions, June 29
- Council of Chairs meeting, June 30
- Attended HR project/HR prep course with Continuing Education, June 30

Public Safety and Fire Science

- Reviewed RCPSE plans for next Academic Year, June 2
- Public Safety Department Meeting regarding Ultra Conversion, June 7
- BPST Division Meeting, June 11
- Boil Bash Registration Event at Technology Campus, June 16
- OPOD Meeting on Creation of Workshops, June 17
- Meeting with Edinburg CISD regarding proposed Dual Credit Fire Academy, June 17
- Update Meeting on ECISD Dual Credit Fire Academy, June 23
- BPST Registration Event at Pecan Campus, June 23
- Meeting with ECISD Administrators and STC Dual Credit Administrators on Fire Academy, June 24
- RCPSE Staff Meeting, June 25
- Zoom Meeting with APEX Virtual Reality Simulator Representatives, June 25
- 25th Police Academy Licensing Exam, June 29
- Recruitment Visit to Alamo PD, June 29
- 14 Persons interviewed for upcoming August part-time academy, several dates throughout month

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean facilitated four focus groups (Administrators, Faculty, Advisors, Students) for an external research study on the implementation of HB 2223 (the Co-Requisite mandate).
- Attended the Perkins Grant Orientation/Update meeting
- Faculty Advising Summer Workshop
- Participated in the College-Wide Budget Committee meeting
- Facilitated the Texas Pathways Scale of Adoption Conversation with the Texas Success Center
- Participated in the QEP Advisory Committee meeting
- College's Enrollment Strategies meeting
- Convened a meeting of the Liberal Arts Chairs
- Attended THECB P-16 Professional Development Conference (including session on new TSI-A 2.0 updates)
- Convened a meeting with Staff from OPOD to begin the final phase of the AAC&U Strengthening Guided Pathways Project
- Division Dean participated in:
    - E-Portfolio HIPS Project Meeting
    - BASOL Summer Project Meeting
    - THECB Grant Opportunity Meeting
- Attended Alumni Invitational Art Exhibition Reception

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Department Chair receiving of artwork and installation of alumni exhibition. This Summer, the Art department is hosting its first alumni exhibition as a celebration of our past students' accomplishments in field, and to help bridge a connection with students past and present. June 7 – 11
- Meeting with Keep McAllen Beautiful committee to discuss next round of standpipe artworks located throughout the city. This year, the focus will be to create a call for entry for painting the standpipes around 23rd St. June 7
- Followed up with Texas Association of Schools of Art (TASA) concerning next year's online conference and planning for the member exhibition. As a board member of TASA, the Department Chair has the added responsibility of helping to coordinate the event. Working closely with TASA helps to ensure that our Art program remains well-informed on State curriculum guidelines, as well as helping to nourish cross-institutional relationships. June 11
- Hosted Art Summer Youth Camp this week. The Camp focused on the exploration of artistic practices in relation to College Board's Advanced Placement Exam in Studio Art Drawing. The week-long course was held using a Zoom platform and included instruction on the different parts of an AP portfolio exam, associated rubrics and student examples, as well as drawing demonstrations and a Building B studio tour. Jun 7 – June 10
- Finalized flier for Alumni exhibition. Jun 18
- The Art Department hosted the first live reception since the start of the pandemic in the STC Gallery. Invited to exhibit artworks in the STC Gallery were STC Alumni:
    - Josefina Almanza
    - Karla De La Fuente
    - Claudia B. Garza
    - Alexis M. Ramos
    - Izel Vargas, and
    - Carl Vestweber

Communication Department

- Department Chair observed online class of Dual Credit Faculty.
- Interviewed and submitted Intent to Hire packet for new Adjunct Faculty Candidate.

English Department

- Department Chair participated in English Department Leadership Meetings.
- Department Chair attended:
    - OER Meetings
    - English Department Leadership Meetings
    - Chair Academy registration
    - Council of Chairs Meeting
    - Ultra Meeting
- Coordinate Professional Development Meeting for Fall 2021.
- Discussed Fall 2021 Enrollment Plan with Division Dean.
- Met with Dean of Dual Credit Programs.
- Assisted in coordinating Art, Identity, and Memory Conference for Fall 2021 or Spring 2022.
- The English Department began coordinating "Summer Bash" scheduled for: August 5th at Starr, August 6th at Weslaco, and August 7th at Pecan

Drama Department

- Department Chair announced lead instructor, Mr. Jose Zamora, for the new Associate of Arts in Dance degree program.

History / Philosophy Department

- Department Chair worked on logistics with Dr. Trinidad Gonzales to be a keynote speaker for next year's AIM Conference: Art, Identity and Memory Conference. June 7
- Began submitting Paired Assignments for Dual Credit National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation. June 11

Center for Mexican American Studies (CMAS)

- The Ballet Folklórico South Texas College (BFSTC) hosted the first Summer 2021 Workshop Monday – Friday 6:00-10:00 p.m. with guest instructors from Chihuahua.
- Promotional release of pictures from Tradiciones 2021 on social media.
- Coordinator met with Faculty Secretary to discuss logistics of several of BFSTC's virtual Summer performances as well as invitations for upcoming festivals in July and August. All discussions included information regarding precautions being taken to host and maintain guidelines depending on the status of the pandemic.
- Continued to work and finalize Ballet group calendars to discuss and release to them. These calendars detail workshop days and class days.
- Finalized logistics to host our next workshop and guest instructors this coming week.
- Continued to work on extensive paperwork to host music and dance workshops for our dancers throughout the summer. I also had a few more meetings with our possible invitee about this and to inform of the precautions we are taking to host them safely.
- The Ballet Folklórico South Texas College (BFSTC) hosted the second Summer 2021 Workshop on Saturday, June 19th – Thursday, June 24th from 6:00 – 10:00 p.m. with guest instructors from Veracruz.
- Weekly virtual meeting with representatives of CIOFF USA for the state of our branch of the organization and what can be done for more in person festivals and participation here in the U.S.

Music Department

- Faculty performances and music lessons through Nikki Rowe High School's String Camp. June 1 – 4
- Drumline Summer Camp this week with high school students. The camp is free of charge and is being repeated for a variety of age groups throughout the Summer. June 7 – 11
- Two (2) graduating students recorded Sophomore Recitals. These recitals are shared with UTRGV faculty for the transferring students and will be shared on our social media pages. June 9 – 10
- Exciting new Guitar Academy, Songwriting Academy, and Sound Recording Certificates are being prepared.

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

DIVISION DEAN'S REPORT:

- Attended Corequisite Research – South Texas College Focus Group, June 7
- NSF ITEST Grant subaward meeting, June 8
- Facilitated Division Program Chair Leadership meeting, June 9, 16, 23
- Fall Convocation Committee meeting, June 9, 16
- College Advisor Training Program Cohort 3, June 14-18
- C-BEN's Camp CBE: Creating Quality CBE Programs and Credentials, June 15
- Budget Committee Meeting, June 15
- Marketing meeting regarding free semester for Fall 2021, June 15
- STEM Diversity Virtual Career Fair, June 15
- CCBA Board meeting, June 17
- FBI Career Opportunities meeting, June 17
- Test Proctoring Services meeting, June 17
- Enrollment Strategies meeting, June 17
- Planning and Development Staff meeting, June 17
- Attended meeting regarding advising related to QEP, June 21
- Meeting on C-BEN Comprehensive Learner Records IMS Global, June 22
- SENS IT Proposal with Physical Science and collaborative partners, June 23

- Attended P-16 Conference, June 24
- InsideTrack Diagnostic wrap-up session, June 24
- Meeting to discuss CBE substantive change with VPAA, June 24
- Attended meeting to discuss CBE Certification with VPAA, June 24
- STEM Academy Internship discussion, June 25
- Enrollment and Scheduling with VPAA, June 25
- Planning and Development Council Meeting, June 25
- Academic Council, June 28
- Worked with Biology Department regarding finalist interview process for lab specialist, June 29
- Attended Competency-Based Education Network (C-BEN) Camps, June 29
- Participated in Online Learning Consortium, June 30

Project Manager

- Attended meeting for NSF ITEST Grant Subward with RATES Group, June 8
- Diagnostic session with InsideTrack, June 8
- Program Chair Meeting, June 9, 16, 23
- Fall Convocation Committee meeting, June 9, 16
- South Texas Leadership Academy, June 10-11
- Perkins Basic Grant Orientation, June 10
- New DHSI Grant Coordinator meeting to recap on InsideTrack, June 11
- Reviewed and processed grant documentation
- Attended meeting with Grant System Management & Compliance Officer to provide updates, June 14
- CBE Camp, June 15, 29
- Attended Microsoft Teams Breakout Rooms L100 training, June 17
- Met to discuss NSF date with STEM Academy PI and FM, June 18
- Attended meeting to discuss upcoming STEM Academy activities, June 18
- Finalized CBE Student Handbook to publish on webpage
- Submitted grant documentation for ACE-IT
- Reviewed and reconciled all budgets for MSITB grants
- Attended SENSE IT Grant collaboration meeting, June 23
- Webinar for Public Health Information & Technology Workforce Development Program, June 23
- Attended InsideTrack meeting for Diagnostic wrap-up, June 24
- Discussion on STEM Academy Summer Internships, June 25
- Discussion with RDMC for Perkins-Basic grant, June 25
- Communicated and coordinated with DHSI Coordinator and InsideTrack to arrange Foundational Coach Training and Manger Trainings
- Completed revisions to Perkins-Basic application for Information Technology and Cybersecurity programs
- Worked on CBE Fundamental Certification for bachelor programs
- Attended meeting to discuss STEM Academy Summer Internships, June 30

BACHELOR PROGRAMS:

BASOL

- Participated in the American Association for Women in Community Colleges (AAWCC) Board meeting, June 7
- Enrollment discussion meeting, June 7, 17
- Division Program Chair Leadership meeting, June 9, 16, 23
- MSITB Fall Convocation Committee meeting, June 9, 16
- Participated in the AAWCC Member meeting, June 10
- C-BEN CBE Summer Camp, June 14-15
- Participated on the CBE Video Reel for CBExchange, June 14
- South Texas College/InsideTrack Student Feedback Session, June 16
- Follow-up for Cosmetology Advisory Committee at South Texas, June 16
- FBI Career Opportunities with Career and Employer Services, June17
- Participated in the McAllen Chamber's Customer Service Award Presentation for SPYTEK, June 17
- Recognize and Verify Learning and Achievement with Badger Spaces for Blackboard Learn webinar, June 21

- Distance Learning Academic Coach interviews, June 22
- STC/InsideTrack Diagnostic wrap-up meeting, June 24
- Participated in the CBE substantive change - Action Plan, June 24
- CBE certifications meeting, June 24
- BASOL Summer Project, June 29
- MS Teams Live Event (Presenters) training for the upcoming ACE-IT Symposium, June 29
- Participated in the CBE Panel Presentation Meeting for the upcoming CB2020 Exchange Conference, June 30

Computer Information Technology

- Participated in Create and Facilitate Better Student Engagement in Blackboard Webinar, June 9
- Division Program Chair Leadership meeting, June 9, 16, 23Participated in Virtual Faculty Advising Summer Workshop Series: "Best Practices in Transfer Advising", June 10
- Virtual Workshop 188037: South Texas Leadership Academy for Staff (Day 2), June 11
- C-BEN Summer CBE Camp, June 14 - 15
- Virtual Strategic Collaborations for Challenging Obstacles Workshop, June 16
- Advising Night for BAT in Computer and Information Technologies, June 16
- Workshop 186124 – Microsoft Teams Breakout Room L100, June 17
- FBI Career Opportunities Meeting, June 17
- Participated, along with Lab Assistants and Faculty Secretary, in Virtual Power-Up: Professional Development System Workshop 193019, June 21
- Grow with Google Program Manager Meeting, June 28
- South Texas College | Google/Qwiklabs Platform Feedback Follow-up Meeting, June 28
- Participated in Council of Chairs Meeting, June 30

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Nikon Educational Microscopes Demonstration Meeting, June 8
- Division Program Chair Leadership meeting, June 9, 16, 23
- The Future of Online Learning: Developing Highly Connected Experiences Meeting, June 10
- NSF-Proposal Meeting, June 10
- NSF-STEM Success Academy Review Meeting, June 15
- Workshop #189483: ASL Vocabulary: Lesson 1 Meeting, June 15
- Presented at Fall Convocation Committee Meeting, June 16
- Attended B2BMED (Bridge To Baccalaureate in Biomedical Sciences) Cohort 3: Recruitment Strategies Meeting, June 16
- Workshop #189282: ASL Vocabulary: Lesson 2, June 17
- NSF-Grant Review Meeting, June 17
- NSF Data Submission Meeting, June 18
- Presented NSF-Success Academy Summer Workshops, June 18
- Planning and Development Staff Meeting, June 18
- PSJA ISD Science Lab Site Visit, June 23
- NSF Proposal Meeting, June 23
- ATEC Project Status Meeting, June 23
- SEA PHAGE Discussion with UTRGV, June 24
- STEM Academy-Internship Discussion, June 25
- NSF Grant Faculty Meeting, June 25
- Dual Enrollment Academy Programs Meeting to discuss recruitment for SEA PHAGE, June 29
- NSF-IUSE EHR Proposal Meeting with TAMUK, June 30
- Attended Council of Chairs Meeting, June 30

Chemistry

- Participate in Council of Chair email meeting to discuss Chair summer compensation, June 10
- Attended Program Chair virtual meeting, June 9
- Worked with Dual Credit personnel to address CHEM1411 textbook questions, June 8 & 10
- Met with EHS Manager to discuss COVID 19 protocols, June 7
- Attended Council of Chairs virtual meeting, June 30

- Updated Fall 2021 Chemistry schedule, June 28 - 30
- Met via phone with Associate Dean of OPOD to discuss ST/UTRGV Collaboration action items, June 28
- Attended STC/UTRGV Collaboration virtual meeting, June 2

Mathematics

- Faculty & Chair attended Texas Co-Requisite Research Focus Group as coordinated by the THECB – South Texas College Focus Groups 1, 2, and 4, June 7 and 8
- Chair met with Educational Technologies (ET) to discuss EquatIO, a Math & Science accessibility software, to discuss a summer pilot implementation project, June 8
- Staff attended AA-FM Business Office Roundup Open Encumbrance Report Training, June 8
- Chair attended Division Program Chair Leadership meeting, June 9, 16, 23
- Staff and Faculty attended Microsoft SharePoint training, June 9
- Chair attended Fall MSITB Convocation Committee meeting, June 9
- Faculty and Staff attended Pronto Training, June 9
- Chair met with Enlearn CEO + software creator to discuss software design improvements, June 10
- Staff attended South Texas Leadership Academy, June 10 and 11
- Chair attended TexMATYC Summer Board Meeting, June 11
- Chair met with Instructional Technologies (IT) and Educational Technologies (ET) to discuss pilot of EquatIO software and necessary technical integration considerations, June 11
- Chair participated in hiring committee interviews, June 22 & 23
- Faculty attended Dana Center FOCI Series 7 Session 3, June 22
- Chair participated in Search Committee Meeting, June 23
- Staff attended Business writing workshops, June 24
- Faculty attended THECB P-16 Professional Development Conference, June 24
- Staff attended Microsoft Power BI workshop, June 25
- Faculty attended UT Dana Center FOCI Series 7 Session 4, June 29
- Chair attended Council of Chair meeting, June 30

Physical Science

- Chair, Physics lab staff, and Library staff organized mineral and rock kits to be placed on course reserves at Pecan, Mid-valley, and Starr County campuses, June 7
- Prepared hiring proposal for Faculty Secretary position on the PeopleAdmin system, June 8
- Chair, Dean, Engineering Coordinator, STC grant officers, and division project manager met and discussed subaward requirements for the NSF 19-583-Innovative Technology Experiences for Students and Teachers (ITEST), June 8
- Chair and instructional designer mentored new engineering adjunct faculty, June 8
- Reviewed Space Modification requests for MVC Physics Prep-room and Pecan Campus P10B, June 9
- Attended Division Program Chair Leadership meeting, June 9, 16, 23
- Inside Higher Education Workshop - The Future of Online Learning: Developing Highly Connected Experiences, June 10
- Workshop #187146: Faculty Advising Summer Workshop Series: "Best Practices in Transfer Advising", June 10
- Met with the Dean and discussed Space Modification proposals, June 10
- Chair and Engineering coordinator discussed Spring 2022 Engineering Course Schedule (1st draft), June 11
- Presented key note speech at the STC Pre-freshmen Engineering Program (PREP) Orientation Day, June 14
- Chair presented at RGV LEAD Teacher Externship Program. During the presentation he discussed STC Engineering Program and Engineering career. The participants include teachers from La Joya ISD and the institutes of higher education in the valley-UTRGV, TSC, and TSTC. June 17
- Chair, Librarian, STC ADA Specialist, Math Program Chair, Chemistry faculty attended demonstration presentation for the EquatIO accessibility software, June 16
- Chair, Geology faculty and STC Grants officer met and discussed proposal development for the USDA grant program collaboration with URRGV, June 16
- Chair attended Workshop #190675: Faculty Advising Summer Workshop Series: Understanding Depression and Anxiety, June 17
- Chair and BASOL Program Chair met and discussed the Engineering degree plan and the prospects for the engineering majors to transfer into the BASOL program, June 18

- Attended RGV LEAD Teacher Externship Program teacher presentations and provided feedback, June 18
- Planning and Development Council staff meeting, June 18
- Reviewed the revised proposal for the Portable 10B Space Modification, June 18
- Advertised STC Free Fall 2021 Semester opportunity to Engineering and Physics majors on Pronto and Blackboard, June 18
- Reviewed the revised Portable 10 A Space Modification form, June 22
- Promoted Free Semester initiative among the department majors on Pronto and Blackboard and asked the faculty to do the same in their Summer classes, June 23
- Attended SENSE IT NSF Grant Proposal development meeting. Participants include STC Grants officers, Engineering Faculty, and RATES (RGV non-profit organization) Staff, June 23
- Attended U.S. Environmental Protection Agency Learning Panel webinar covering EPA Career Opportunities, June 24
- Attended Faculty Advising Summer Workshop Series: The Deaf, the ASL Interpreter, What Do I Do? June 24
- STC BLDG G Geology Classroom construction progress meeting, June 25
- TAMUK REFLEX-ME Virtual Summer Research Program Final Presentation, June 25
- Developed Fall 2021 Low Enrollment Contingency plans for Physics and Engineering programs, June 25
- Reviewed NSF Sub-award Proposal documents: Statement of Work and Budget Justification, June 25
- Reviewed the 1st draft of Spring 2022 physics, geology, physical science, and engineering section schedule and compared it to the Spring 2019 and Spring 202o schedules, June 29
- Prepared the Spring 2022 physics, geology, physical science, and engineering section schedule and submitted to the Curriculum Office, June 30

UNIVERSITY RELATIONS:

- Promoted the University Relations, Transfer and Articulation Center on social media
- Attended a Microsoft Power Apps L100 Training, June 7
- Prepared a letter of support for Our Lady of the Lake University for a grant application, June 7
- Participated in the Program Chair Meetings for MSITB Division, June 9, 16, 23
- Attended the MSITB Fall Convocation Planning Meeting.
- THECB Webinar regarding upcoming changes to the ApplyTexas Application, June 9
- Participated in CPR/First Aid/AED Training taught by the South Texas College Department of Safety, June 10
- Attended STC Chapter of the American Association of Women in Community Colleges, June 10
- Presented to 40 members of the college community on "Best Practices in Transfer Advising," June 10
- Participated in a meeting with the Texas Success Center and our Texas Pathways Project Coach, June 16
- Attended a webinar hosted by C-BEN, entitled "CBE Huddle: VerifyEd In Conversation with C-BEN," June 22
- Presented to one of the BASOL classes on the Master's Degree, June 22
- Attended the Texas Higher Education Coordinating Board P-16 Professional Development Conference, June 24
- Presented to the Future Jaguar Leadership Academy, June 24

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Coordinated Operations Council meeting, June 1
- South Texas College and InsideTrack Diagnosis Assessment Kick Off, June 1
- Pre-Meeting for ADN Team Training with OPOD staff, June 2
- Met with NAH Division Office administrative support staff to discuss records management issues, June 2
- Held meeting with lab assistant, June 2
- Attended meeting with Employee Relations, June 2
- Meeting with the STC CIO to discuss preliminary findings regarding Concert and possible alternatives, June 2
- Attended the Deans, Directors, and Coordinators Orientation hosted by the Texas Board of Nursing, June 3
- South Higher Education Regional Council Meeting, June 3
- Enrollment Push meeting hosted by Student Affairs and Enrollment Management, June 3
- Held meeting with the ADN advisor assistant, June 4

- Attended meeting with Employee Relations, June 4
- Worked on completing Everfi training assignments
- Attended meeting with the VPAA, June 7
- Met with the program chair for College Success for Healthcare to discuss the upcoming 2021-2022 AY, June 7
- Followed up on ADN advisor positions
- Attended meeting with Employee Relations, June 7
- Held meeting with the program chairs for Pharmacy Technology, HMAS, and MAT to discuss the Occupational Skills Award (OSA) and electronic medical records, June 8
- Worked on and reviewed NOEs for the Summer I and Summer III Minimesters
- Attended the Board Meeting, June 8
- Held meeting with NAH advisor, June 9
- Attended meeting with South Texas Health System to discuss community events, June 9
- Met with the VPAA to finalize guidelines for teaching schedule modifications, June 9
- Meeting with the Human Resources director, June 9
- Minority Summit: The Power of Collaborating with VA, June 9
- Perkins Basic Grant Orientation, June 10
- President's Administrative Staff meeting, June 11
- Held meeting with ADN instructor, June 14
- Attended NSRP Meeting with grant management team to discuss plans for budget utilization, June 14
- Texas Board of Nursing Meeting, June 15
- Meeting with special assistant to the president regarding continuing education and EMR/ECA programs, June 15
- Attended the FY 2021 – 2022 Budget Committee Meeting, June 15
- Virtual Workforce Solutions Healthcare Taskforce Meeting, June 16
- Held NAH Program Chairs Meeting, June 16
- Texas Board of Nursing Meeting, June 16
- NCLEX Review Discussion hosted by the senior director of nursing education at DHR, June 16
- Meeting with the director of Human Resources, June 16
- Attended the Microsoft Teams Breakout Rooms L100 Workshop, June 17
- Held meeting with the Vocational Nursing program chair, June 17
- Attended the A More Unified Community College: Strategies and Resources to Align Non-Credit and Credit Programs at Community Colleges Workshop, June 17
- Met with the VPAA to discuss test proctoring services, June 17
- Attended meeting with the VP for SAEM regarding enrollment strategies, June 17
- PATHS Project Meeting, June 18
- Met with EMT program chair, June 18
- Hosted Student Recruitment and Enrollment Progress Update Summer 2021 and Fall 2021 meeting with student support services staff, June 21
- Followed up on enrollment figures for the summer sessions
- Attended the TADDPNP Nursing Faculty Shortage Support Task Force meeting, June 22
- Met with Medical Assistant Technology faculty member, June 22
- Held meeting with NAH Division leadership to present the division's new banner and other symbols, June 23
- Public Health Informatics and Technology Workforce Development Program Information Session, June 23
- Reviewed Carl Perkins funds for FY 2021 – 2022
- Worked on finalizing report of NAH program accomplishments for FY 2021 – 2022
- Interviewed program chair candidate for the RN-to-BSN Program, June 24
- Attended the Academic Council Meeting, June 28
- Followed up on enrollment figures for the summer sessions
- Learning Outcomes meeting hosted by the VPAA, June 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Clinical group under faculty member took part in the Summer Screening Series with South Texas Health System which offered free screenings and information to visitors, June 26

Diagnostic Imaging Department

- Faculty secretary attended the Constructive Criticism and Feedback workshop, June 4
- Chair and faculty secretary attended AA/FM Roundup – Open Encumbrance Report Training Workshop, June 8
- Faculty secretary attended the Microsoft SharePoint L200 Workshop, June 9
- Faculty secretary attended the South Texas Leadership Academy for Staff, June 10 – June 11
- Chair attended the NAH Program Chairs Meeting, June 16
- Faculty secretary attended Coffee Collaborative: Strategic Collaborations for Challenging Obstacles, June 16
- Posted Spring 2022 online applications for the DMS Program on the STC website, June 18
- RADT faculty prepared for the acceptance of new cohort of students for the Fall 2021 Semester
- Faculty secretary attended the Writing Better Business Emails workshop, June 24
- Faculty secretary attended the Business Writing for Impact workshop, June 24

Emergency Medical Technology

- Department continued to register students for the Fall 2021 Semester
- Department continued work on completing the annual physical inventory
- Leadership team attended the 2021 CoAEMSP Accreditcon, June 2 – June 4
- Faculty secretary attended the Constructive Criticism and Feedback workshop, June 4
- Department participated in funeral services and procession for former EMT alumnus, June 9
- Chair attended the Council of Chairs Meeting, June 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Met with VPAA and Division Deans to discuss Program Chairs compensation during summer sessions, June 7
- Had a MS TEAMS meeting to discuss Texas Corequisite Research team, June 7
- Met with Dr. Petrosian and Division Deans to discuss modification to teaching schedule, June 9
- Participated in a Live Zoom meeting for FY22 Perkins Basic Grant Orientation, June 10
- Webinar for "The Future of Distance Learning" June 10
- Attended the President Advisory Council to discuss enrollment, marketing, Strategic Plan, campus safety protocols, and projected revenues, June 11
- Meeting with Dr. Petrosian on Dual Credit Faculty approval, June 15
- Attended a meeting with Distance Learning of Test Proctoring Services, June 17
- Meeting with Matthew Hebbard regarding enrollment strategies and marketing, June17
- Attended PDC meeting and discussed findings on Strategic Planning Biennial Activities, reviewed the ATD 2021 Student Success Priority Goal instrument, Campus Safety Protocols, and discussed marketing strategies, June 18
- Dean and Department Chairs for the Social & Behavioral Sciences Division were delighted to attend the Graduation Banner Presentation, June 22
- Held chair's meeting to discuss enrollments, Chair summer compensation, modifications of teaching schedule, merging of classes, scheduling, P/NP grading system, classroom caps, campus safety protocols, rehiring of lecturers, marketing, proctoring online exams, June 23
- Met with Child Development Center Oversight committee, June 24
- Met with VP and other deans to discuss fall enrollments, workforce reductions, policies for underload, June 25
- Assisted Education, Kinesiology and Political Science with staff and faculty searches, June 21-27
- Continued review of faculty handbook compensation section, June 21-27

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood Department

- Program Chair attended a live presentation and Q&A discussions for the Perkins Basic Orientation FY22, June 10

Political Science Department

- Department Chair has begun the process of setting up interviews for hiring additional lecturers for the fall semester.
- Worked with the scheduling technicians to monitor and make changes to the fall 2021 and spring 22 schedules.

Psychological Science

- Program Chair helped faculty member set up their Blackboard shell with Macmillan's Launchpad, June 7
- Discussed Enrollment with our council of chairs president and Matt Hebbard, June 8
- Met with Macmillan representatives and Antonio De La Cruz from our Dual Credit programs in order to discuss textbook purchasing, June 11
- Meeting with Education Chair, two representatives from OPOD, and Liberal Arts Dean for the high impact practices Project (AAC&U), June 24

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in administrative activities for the DHSI Grant, including chairing the Academic Coach hiring committee
- Supervised the development of the CBE Foundations Certification and the tracking system for faculty completions
- Completed DL Annual Overview
- Continued supporting the EAC Outcome Tracking project with Math by providing instructional and technical support
- Initiated Ally Accessibility Badging for all Blackboard classes with an accessibility score of 90% or higher
- Created a cross-campus collaborative group to promote Accessibility in Course Design

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Developed a Respondus usage annual report for the past 3 years, June 14
        - Updated Respondus usage annual report for the past three years to filter by the department's usage, June 21-23
        - Revised the Respondus usage annual report for the past three years to filter by the department's usage and provided a copy to all deans, June 28
    - Developed a Blackboard course count for ultra and original courses report for Summer/Fall 2021, June 25
- Presented at the CLE Retreat, June 3
- Met with the Blackboard to discuss Pyramid, June 9
- Assisted Edinburg's Assistant Superintendent for Technology Services to properly install the Respondus Lockdown Browser extension for all high school Chromebook computers for the district, June 15

PROJECTS:

- First Time Online Student Orientation
    - Distance Learning staff revised the Bb Student Orientation for Fall 2021 to include more Blackboard student support services, removing out of date information, and adding student video tutorials.
- Learning Management System (LMS)
    - Batch upload for all Summer 2021 courses and faculty/student enrollments through ILP admin, June 1-30.
    - Developed PowerUp Application popup and module messages for all students in the LMS, June 3.
    - 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.
    - Purged 15,102 courses from the LMS from FY 2019, June 7-11.

- Installed EAC building block in our staging environment for the LMS, June 8.
- Developed the Blackboard Hierarchy for each division and departments, June 10-11.
  - Distance Learning staff assisted Director with syncing courses for all terms to the department's hierarchy within the LMS, June 10-11.
  - Updated the Blackboard Hierarchy and system role settings, June 16
- Starfish integration discussions, June 15
- Installed EAC building block in production environment for the LMS, June 11.
- Developed Free Semester message and Summer Tutoring modules for all students in the LMS, June 17
- Developed Financial Aid survey popup message for students in the LMS, June 21.
- Revised the Blackboard Ultra Course Grade Book instruction guide for faculty to utilize as a reference during the workshop, June 30

CAMPUS COLLABORATIONS:

- Supported the ACE-IT CBE Symposium by creating advertising and registration site, recording presenter videos in the JagStudio, training presenters, and updating the ACE-IT web site over the month of June
- Director of CLE: options to improve tutoring services in the MHSM 3303 course, June 2
- Met with Starfish Administrator to discuss Distance Learning flags and how to improve them, June 15.
- Collaborated with Math Department Chair in relation to EAC Pilot (Outcome Tracking), Accessibility pilot using equation software during Summer, June 2
- Created Fall 2021 Blackboard Professional Development Schedule to post in OPOD
- Collaborated with the Library Staff to create a series of 5 weekly "bootcamp" Professional Development workshops focused on Course Engagement in the Online Classroom

TRAININGS/WORKSHOPS/PROFESSIONAL DEVELOPMENT:

- Distance Learning staff
  - Facilitated LMS Fundamentals and Instructional Continuity workshops, June 1-4 and June 7-11
  - Participated at the Best Practices in Transfer Advising Workshop, June 10
  - Participated at the South Texas Leadership Academy workshops, June 10-11
  - Hosted OER Bootcamp: Week 2 - Podcast Workshop, June 14-18
  - Participated in OLC Workshop; A Successful Faculty Development Program for Effective LMS Implementation, June 23
  - Participated at the Microsoft Power BI Workshop, June 25
  - Hosted OER Bootcamp: Video Accessibility, June 23-25

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month

Blackboard Students/Faculty Tickets:	942
Helpdesk Phone Calls from DL Staff:	826
Social Intent – Distance Learning Chat	231
Afterhours Students/Faculty Chats:	40
Afterhours Helpdesk Calls:	82
Total:	**2,121**

- **Student Success Activities:**

Type of Service	**Number of Students**
General Advising:	108
Telephone/Text Contacts:	149
Virtual Campus Advising Email:	496
Radius Inquiries:	126
Register Students:	12
Registration for Bb Orientation	14
TxDOT Registrations	2
Social Intents – DL Chat	78
Total:	***985***

DISTANCE LEARNING MEETINGS:

- Held Distance Learning department technologies team meeting, June 2, 9, 16, 23 and 30
- Participated at the Blackboard TDM Demo for STC Meeting, June 2, 16, and 30
- DL staff participated in the following:
  - Inside Track Kick-Off Meeting, June 1-2
  - Monthly STC Tech Support Committee Meeting, June 9
  - College Advising Training program, June 16-18
  - Met with Instructional Team staff to create Adobe Captivate video/training for Blackboard Online Orientation, June 14-25
  - Hiring committee interviews for DL Academic Coach, June 22

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

DEAN'S REPORT:

- Dean and Relations Manager hosted Youth Camps Faculty Orientation for the first week of camps, June 1
- Presented an Out-of-District Interlocal Agreement and Non-Resident Memorandum of Understanding for the Education and Workforce Development Committee, June 8
- Dean along with Planning and Scheduling Manager met with the Dean of Institutional Research to discuss SACSCOC's off-site guideline requirements, June 14
- Dual Credit Programs hosted a Photo Shoot for recent 2020-2021 Graduates as an opportunity to increase advertising for future articles and publishing, June 17-18
- Dual Credit Programs along with Institutional Research, Effectiveness & SP Department met with Donna Early College High and Preparatory for ECHS Administration to discuss SACSCOC Off-Site Submission, June 23-24
- Dual Credit Programs along with Business Public Safety & Technology Division participated in the Fire Fighter Program meeting with Edinburg ISD CTE Administrators to discuss program guidelines as well as scheduling options for fall 2022, June, 24
- Project Manager led review and coordination for the current status of prospective DCF applications for Fall 2021.
- Scheduling Staff processed 659 Requests for Fall 2021 which is reflected below:

Fall 2021							
Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with STC Faculty	Sections with ISD Faculty
739	**659**	**278**	**264**	**197**	**1,505**	**516**	**989**

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Conducted make-up New Student Orientations for the 2021-2023 Cohorts via the Zoom Platform:

Campus	Academy	Date
Pecan	Make-Up Session	June 1
Pecan	Make-Up Session	June 3
Mid Valley	Make-Up Session	June 3
Mid Valley	Make-Up Session	June 4

- Staff attended the PREP Pre-Post Survey Meeting hosted by the University of Texas-San Antonio PREP Central Office to discuss administering of the survey to PREP students, June 2
- Held PREP Staff Orientation Training Week in preparation for the start of the Program scheduled to begin June 14-July 22 in partnership with Weslaco ISD, Roma ISD and PSJA ISD, June 7-11
- Held two tours at the Pecan Campus for fifteen (15) Academy students which provided the opportunity to visit important on campus student services departments, June 18
- Held two tours of the Pecan Campus for Dual Enrollment Academy students. A total of twenty-four (24) students attended and were provided with the opportunity to visit important on campus student services departments, June 25

- Staff conducted the following case management:

Campus	Case Management
Pecan	33
Mid Valley	8
Starr County	2

- Held PREP Student and Parent Orientations via the Zoom Platform the following dates:

School District	Date	Attendance
PSJA ISD	June 8	70
Roma ISD	June 9	100
Weslaco ISD	June 10	65

- STC Pre-freshman Engineering Program (PREP) held weekly Career Awareness presentation which included an Engineer from ERO Architects, which focused on providing insight into the career, learning about educational requirements, specific coursework, the importance of math and other STEM subject areas.
- PREP, which consists of six weeks of instruction and hands-on activities, began on June 14th for students from PSJA ISD, Roma ISD, and Weslaco ISD.

School District	Participant Count
PSJA ISD	68
Roma ISD	81
Weslaco ISD	59
Total	**208**

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Staff hosted the first series of Virtual Summer Bridge with approximately 170 students in attendance.
- Coordinator participated in the TEA CCRSM Leadership Summit Student Support Services & Lessons from Liaisons Panel, June 10
- Staff attended TEA CCRSM Leadership Virtual Summit sessions including advising, thriving dual programs, workforce concerns and impact, June 8-11
- Department hosted English and Spanish "Parents Night" information sessions regarding dual credit, how to support their children and things to consider, June 23
- Staff hosted Edinburg Economedes at the Pecan Campus for a campus tour with approximately 90 students in attendance, Jun 18.
- Department coordinated tour at the Tech and Pecan campus with La Joya TSTEM school Administrators, June 23
- The following meetings were held and/or attended by Staff:

Meeting Type	School/ISD	DCP Team
Virtual Summer Bridge	Edcouch-Elsa ECHS	All
Virtual Summer Bridge	Mercedes ECHS	All
Virtual Summer Bridge	Donna HS	All
Virtual Summer Bridge	Weslaco East ECHS, Weslaco ECHS & Monte Alto ECHS	All
Virtual Summer Bridge and Resource	Sharyland A3	Pecan
Leadership Meeting	La Joya Juarez-Lincoln HS	Pecan
CCRSM Leadership Meeting	Edinburg High School	Pecan Staff
Virtual Bridge	Donna ISD	Pathways Staff
Virtual Bridge	Robert Vela High School Edinburg High School	Pathways Staff
21st Century CTE ECHS Fall Timelines	21st Century CTE ECHS Weslaco	Pathways Staff
Palmview T-STEM Session	Palmview T-STEM	Starr Staff
Virtual Bridge	Mission Collegiate	Pathways Staff
Jagnet Session with Students	Edinburg North	Pecan Staff
CCRSM Leadership Meeting	Valley View	Pecan Staff
CCRSM Leadership Meeting	Economedes-Edinburg ECHS	Pecan

CCRSM Leadership Meeting	Edinburg North ECHS	Pecan
CCRSM Leadership Meeting	Robert Vela ECHS	Pecan
CCRSM Leadership Meeting	La Joya ECHS	Starr
CCRSM Leadership Meeting	Thelma Salinas STEM ECHS	Starr
CCRSM Leadership Meeting	Weslaco East ECHS	Mid Valley
CCRSM Leadership Meeting	Weslaco CTE ECHS	Mid Valley
Summer Bridge Orientations	Open all districts	DCP Team
Virtual Bridge Orientation	PSJA: Southwest & Memorial	Pathways Staff
Virtual Bridge Orientation	Robert Vela ECHS	Pathways Pecan Staff
Virtual Bridge Orientation	PSJA: Sotomayor and Ballew	Pathways Staff
Virtual Bridge Orientation	PSJA: North and T-STEM	Pathways Staff
Campus Tour	La Joya: STEM	Pathways Pecan Staff
CCRSM Leadership Meeting	Hidalgo ECHS	Pathways Pecan Staff
CCRSM Leadership Meeting	Donna ECHS	Pathways Pecan Staff
CCRSM Leadership Meeting	Edcouch-Elsa ECHS	Pathways Mid-Valley Staff
CCRSM Leadership Meeting	Donna & North: STEM	Pathways Mid-Valley Staff
CCRSM Leadership Meeting	Mercedes ECHS	Pathways Mid-Valley Staff

RELATIONS MANAGER'S REPORT:

- Coordinated logistics for Summer Bash Program Fair (August 5-7, 2021) at Starr, MV, and Pecan Campuses
- Coordinated a dual credit graduate photoshoot, in collaboration with PR, at Starr, MV, and Pecan Campuses
- Updated Reference Guides, Manuals, and Booklets for the upcoming academic year
- Worked on logistics for the 2022 National Summit for Dual Credit Programs conference
- Continued marketing the 2021 Youth Camps and logistics for in-person camps
- Worked on the Jaguar Journey Student Booklet
- Worked on logistics for the upcoming annual events for partnering school districts
    - Superintendents Leadership Meeting to be held September 9, 2021
    - Dual Credit Leadership Meeting to be held September 10, 2021

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met with BPST Dean to view and discuss the Virtual Reality Lab, June 16

ACADEMIES AND TRAININGS:

- South Texas Leadership Academy (STLA) 159 participants attended live-virtual training of *Tips, Tricks and Hidden Stuff in Office 365*, hosted by outside consultant, June 10
- South Texas Leadership Academy, Day 2, 141 participants attended the live-virtual presentation of *Reconnect, Uplift & Empower in a Time of Great Challenge*, hosted by an outside consultant, June 11
- Professional Development in collaboration with Instructional Technologies facilitated workshop *Microsoft Power Apps L100*, hosted by Microsoft Technologies, June 7
- Professional Development in collaboration with Instructional Technologies facilitated workshop *Microsoft SharePoint L200*, hosted by Microsoft Technologies, June 9
- Professional Development in collaboration with Educational Technologies facilitated workshop *Microsoft Teams Meetings*, hosted by outside consultant, June 10
- Professional Development in collaboration with Educational Technologies facilitated workshop *Online Photo Editing Tools*, hosted by outside consultant, June 10
- OPOD conducted "Open Lab – Creating Workshops in the PD System" to assist Department Chairs and support staff create department meetings in the workshop for upcoming Professional Development Week, June 15-17
- Professional Development in collaboration with Instructional Technologies facilitated workshop *Microsoft Teams Breakout Rooms L100*, hosted by Microsoft Technologies, June 17

PROGRAMS IN DEVELOPMENT:

- Academic Affairs Awards, August 2021
- Academic Affairs Convocation, August 2021
- Professional Development Week, 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:

- Hosted Custodial/Maintenance Appreciation Luncheon, June 4
- Participated in PAS Meeting, June 11
- Participated in College Safety Committee Meeting, June 15
- Met with Student Activities Director/Supervisor regarding upcoming MV events, June 18
- Participated in Planning & Development Council Meeting, June 18
- Student Activities:
    - Hosted Student Food Pantry Distribution, various dates.
    - Hosted First Year Connection Activities for incoming freshman students, June 01 & 03
    - Hosted Coffee Station for students, June. 16-17
    - Hosted Future Jaguar Leaders Academy Camp, various dates.
- Hosted Tex. Prep Classes for local ISD students, June 07-30.
- Hosted VIDA Outreach Representative student information table, various dates.

COMMUNITY ENGAGEMENT:

- Met with EDC Director to discuss STC participation in EDC activities, June 3
- Met with EDC Director and Dr. Plummer to welcome new EDC director Valdez, June 3
- Met with Army Representative regarding ASVAB Testing site at Mid Valley Campus, June 8
- Attended Weslaco Chamber Executive Board meeting, June 15
- Attended Weslaco Chamber Board of Directors Meeting, June 15
- Attended/participated in Weslaco Museum Board interviews, June 17
- Participated in Weslaco Museum Event, “Bring Dad to the Museum”, June 19
- Attended Weslaco Museum Guild Volunteers and Board of Directors Meetings, June 24

ENROLLMENT ACTIVITIES:

- Contacted EDUC Chair regarding EDUC1301 course requests for Fall 2021.
- Contacted MATH Chair regarding MATH1414 Co-Req. and MATH0100 course requests for Fall 2021.
- Attended “Saturday Event” at MVC for area HS Seniors; enrolled 27 students, June 12
- Met with Admission Dept. to review course demand for Summer/Fall 2021.
- Contacted HR/Office Administration Chair regarding Fall 2021 classes, June 18
- Met with BT AA to discuss promo events for Fall 2021 courses, June 24
- Contacted ARTS Chair regarding course requests for Fall 2021, June 30

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Continued work with Robotics Camp and Computer Camp on campus collaboration with RGCCISD.
- Collaborated with Roma ISD for future activities on high school campus.
- Prepared for June meeting with Starr County Community Coalition via Zoom.
- Attended monthly Starr County Community Coalition meeting

- Continued collaboration with RGCCISD CATE Director to offer HVAC Dual Credit.
- Explored more options for Dual Credit CATE classes on campus for middle and high school students.
- Contacted PR for gift bags for participation recognition upon completion of summer camp.
- Attended RGCCISD monthly board meeting via zoom.
- Attended Roma ISD monthly board meeting via zoom.
- Continued service on Starr County Disaster Response for hurricane season.
- Attended ground breaking ceremony for new shopping center in Rio Grande City.

CAMPUS EVENTS/ACTIVITIES:

- Continued working with district food bank to distribute goods.
- Student Activities "First Year Connection," June 1 & 3
- Department of public safety meeting, June 21-22
- University Relations Texas A&M International University Transfer & Articulation Center, June 30

ENROLLMENT ACTIVITIES:

- Continued registering Spring 2021 students for Summer/Fall 2021.
- Continued recruiting Starr County high school graduating seniors to register for Summer/Fall 2021.
- Reached out to Advance Head Start program in Starr County to recruit bachelor degree students.
- Revising MOU with both Head Start organizations in Starr County for recruiting purposes.
- Working with PR to design mailout to let community know college is open for summer.
- Continued contacting students from Spring and fall semesters past to register now for summer/fall 2021.
- Continued contacting high school students who applied but have not yet registered for classes via Outreach Department

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended follow-up meeting with the Substantive Change Committee meeting to review and discuss the revisions in the Faculty Handbook pertaining to the Substantive Change Policy and strategize on monitoring processes for new online and CBE course offerings to comply with SACSCOC notification procedures.
- First Cosmetology Advisory Committee Meeting where introductions were made and the proposed curriculums were discussed. STC staff was available to answer questions related to the guidelines for instructional programs in workforce education. Met with the program developer to discuss revisions to the proposed curriculums to allow all certificate-level courses as elective options for the technical component of the proposed AAS in Cosmetology. Attended the second advisory committee meeting for the proposed Cosmetology program to review the curriculums and assist with questions related to program development.
- The CEU to SCH – Guitar Academy meeting to discuss updated procedures and forms for conversion of non-credit to credit for eligible students.
- South Texas Higher Education Regional Council Meeting to review the off-site instructional plans for region.
- Met with the Director of Comprehensive Advising & Mentoring Services to discuss the syllabus for the QEP: My Advising Plan for the Fall 2021 cohort.
- Worked on collecting graduation and enrollment data for Texas universities for the proposed AA – Early Childhood. Met with program developer for the proposed AA in Early Childhood to review the proposal, projected 5-year schedule and discuss revisions to the enrollment management plan. Next steps were also discussed to stay on track for the approval process in the Fall.
- Worked on updates to the Geospatial Engineering Technology proposal provided by the OVPAA's office and submitted the updated proposal to the VPAA. Worked on the one-page brief for the proposed Geospatial Engineering Technology to submit to Cabinet for review. Met with program developer and the Dean of the division to prepare for the presentation for the upcoming Academic Council meeting.
- Began working on the proposal for the non-credit Cybersecurity Technician award; pulled the EMSI job projection and wage data and requested enrollment data from the scheduling team.

- Worked on updating the checklist for the proposed Biotechnology program; emailed the program developer to remind them of the pending items and upcoming July deadline to submit documentation.
- Met with Laredo College Registrar and staff to share best practices and discuss the setup of CBE courses in Banner scheduling; answered questions related to CBE scheduling.
- Monthly Planning and Development Council meeting for June 2021.
- Attended the Program Review for Continuing Education meeting to discuss metrics for non-credit certificates exceeding 360 contact hours.
- CBE Substantive Change Action Plan meeting where discussion regarding the content of the prospectus for the proposed CBE offerings for the HVACR, Electrician Technology and Construction programs was discussed and tasks were assigned.
- June Academic Council meeting and co-presented with the program developer on the program development process for the proposed AAS and Certificate in Geospatial Engineering Technology; discussed the job projection data and benefits to students pursuing this program.
- Attended a demo presentation for the Dual Credit Programs Scheduling Application with the Applications Analyst III to discuss the duplication and modifications of the existing application to tailor to the Curriculum department's needs.
- Submitted the Certification Form for Electronically Delivered programs to THECB for the BSN: RN to BSN program to request full online course offerings for the program.
- Participated in the Disaster Recovery Testing Exercise for Starr County Campus to test creation of courses/course sections/program development in Banner.
- Assisted the Director of Admissions with the narrative for the proposed revisions to the AY21 and AY22 Academic Calendars due to a change in the census date for the Summer 3 sessions. The item would be presented at the next EWDC committee meeting for approval.
- Tested the Concourse Data Feeds created by the IS&P reporting staff to be able to run data feeds as needed to pick up new course sections and new registered students. Created the feed calendar reminders for the month of July as part of the planning process.
- Reviewed the Prior Learning Assessment documentation for the Guitar and Songwriting Continuing Education Academies and forwarded to the SACSCOC Liaison for review and approval.
- Worked on submitting an Argos report request with specific parameters; the report would hopefully compare term to term schedules and determine if distance education and CBE modalities would be offered for new courses or cease to be offered for existing courses. If successful, the report would be used for monitoring class offerings in accordance with SACSCOC Substantive Change policies
- Worked on an audit report for Fall 2021 face-to-face course offerings to ensure class capacities were reduced to 70%, as per the OVPAA's guidance. Exceptions were reviewed to ensure compliance with the Faculty Handbook.
- Worked on the Fall 2021 Course Modality by Division Report, at the request of the VPAA, to be presented at the next Academic Council meeting.
- Worked on a count of sections for AY21 to assist the Director of Admissions for the SEVP Certification Report submission.
- Began working on the draft Faculty Load and Compensation (FLAC) calendar for the Fall 2021 semester.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended the Concourse New Chair Training held by the Director of Curriculum.
- Worked on the Electronic Scheduling project which included updating the form and the messages included in the Power Automate. This project is part of our IE plan and Comprehensive Operational Plan.
- Compiled a Fall 2021 enrollment by campus report for course offerings with a face-to-face component as requested by the Office of VPAA.
- Generated a dual credit section report as requested by the Director of Curriculum for a program development proposal.
- Audited the Summer 2021 corequisite report to ensure accuracy of linking corequisite sections.
- Met with Director of Curriculum and Applications Analyst to review the custom scheduling application and discuss potential modifications.
- Attended Banner User Group meeting to discuss the Banner security access project, disaster recovery, Docusign, Banner SSB Apps, and project request for Banner connector.

- Audited Summer and Fall 2021 course schedules for single course delivery to ensure compliance with GIPWE standards.
- Audited the Summer 2021 schedule and reduced the class maximum to the approved cap as per the Guidelines for Class Maximums Instructional Efficiency.
- Generated EMSI reports for Plumbers and Electricians as requested by the Special Assistant to the President for Continuing Education for use on a grant proposal.
- Processed Spring 2022 1st review schedules in Banner; deadline for 1st review schedules is June 30, 2021.
- Managed course evaluation sessions in SmartEvals in the month of June.
- Attended the Scheduling Application Demo held by IT, Applications Analyst III to discuss project, modifications, and processes of the application.
- Worked on auditing AAS and Certificate offerings to verify reporting to Coordinating Board.
- Audited the Fall 2021 schedule to identify all F2F/hybrid offerings and reduce the class max to 70% of room capacity for those scheduled at the Pecan, Mid-Valley, and Starr campuses as requested by the Office of VPAA

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with IVPAA to review and discuss the progress of Learning Outcome projects.
- Met with team to review and discuss summer project details and timeline.
- IT to discuss pending service tickets and plan for spring 2021 data cloning project.
- Academic Affairs Graphic Designer to discuss initial designs for logo and SharePoint theme.
- Participated in Professional Development Workshop #186099: Microsoft SharePoint L100.
- Student Rights and Responsibilities Team to prepare for first training and set-up the Active Learning Classroom.
- Director of Student Rights and Responsibilities to discuss Conflict Resolution Dynamic 360 Profile responses from staff, colleagues, supervisors, and session evaluations.
- Participated in five sessions of talking circles and team building for Communication, Conflict Resolution, and Mediation Training in the month of June.
- Met with the Office of Professional Development on submission of photos for the This I believe recording.
- Participated in Professional Development Workshop #186099: Microsoft Power Apps L100.
- South Texas College Leadership Academy for Staff, Day 1 and 2.
- President's Administrative Staff Meeting.
- Participated in Microsoft Teams Breakout Rooms professional development workshop.
- Met with IT Application Analyst to review status of JagPRIDE service tickets, timeline, and summer data loads.
- Dean of Institutional Research & Effectiveness to review and discuss CBE substantive change prospectus program effectiveness, institutional evaluation and assessment processes.
- Met with BPST Dean and HVAC Program Chair to review and discuss CBE learning outcome alignment for SACSCOC substantive change prospectus.
- IT Systems Specialist to ensure that all new program chairs have access to the chair menu for Core Objectives and Program Learning Outcomes in JagPRIDE. Followed up with new program chairs to verify access and provide additional training if needed.
- Met with E-Learning Assistive Tech Specialist to discuss the learning outcome alignment to online course development shells and assessment in Blackboard. Planning to collaborate with program chairs on new content and curriculum mapping.
- Participated in the Planning and Development Staff Meeting.
- IT Application Analyst to review the status of summer data load and PLO activity roll-over status.
- PR Digital Services Manager to review SharePoint shell and options for formatting and multi-level permissions for faculty resources, assessment plans, and curriculum maps.
- Participated in Writing Better Business Emails professional development workshop.
- Met with the Education Program Chair for JagPRIDE Chair and PLO Assessment Plan/Curriculum Map training.
- Participated in Business Writing for Impact professional development workshop.
- CBE Leadership team to plan and discuss the CBE substantive change action plan and timeline for the pending prospectus.

- IT Reporting Analyst to discuss options to collect CBE data and refine current reporting options.
- Special Assistant to the Office of the VP for Academic Affairs to discuss CBE data collection and assessment management platforms.
- Participated and presented Learning Outcome updates and timeline at Academic Council.
- Met with the Dean of MSITB to discuss Concourse Learning Outcome documentation and schedule a meeting with the division program chairs.
- Met with IVPAA and Division Deans to discuss the learning outcome documentation in Concourse and consistency options.

Projects:

- 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.
- JagPRIDE Argos Reporting: Collaborated with IT to troubleshoot inaccuracies in reporting. PLO Signature report complete. Pending PLO Data Submission revisions.
- Budget: Finalized purchases and requisitions for the 2020-2021 Academic Year.
- 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 – Drafted spreadsheet with student and faculty feedback by department.
- Website: Completed the PR Project Plan and pending further training to develop internal website. Reviewed initial SharePoint from PR and have a follow-up meeting scheduled for further revisions and options. Drafted scaffold of faculty resource elements with PLO Assessment Plans and Curriculum Map integration
- IE Reporting: Completed process calendar draft integrating IE, COP, Strategic Mission and department Handbook of Operations. Preparing to close the loop on current IE Plan.
- Concourse Learning Outcomes Update: Updated 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. Met with team to set up file organization and ensure the Share Drive and OneDrive have the most updated files.
- 2020-2023 PLO Assessment Plans: Completed all revisions and updated Share Drive and One Drive folders. Completed entering 2021 spring data on Share Drive and OneDrive. Pending the completion of PLO Improvement Plans.
- HR Training: Completed EVERFI Data Security and Privacy/Data Security and Privacy Post-Course Assessment modules
- JagPRIDE PLO Rewrite: IT research in process to enable mass activity insert roll-over of activities to subsequent semesters. Update is scheduled for fall 2021.
- Handbook of Operations: Revised Handbook of Operation files in preparation of the integrated process calendar.
- JagPRIDE Summer I – Completed 100% of manual mass activity inserts for all summer I courses. Projected new launch date is Friday, June 25, 2021. Completed second data load. Submitted summer I flyers to faculty/staff news. Launching the application for summer I data has been postponed to ensure fewer technical issues for end-users.
- 2020-2023 PLO Assessment Plans/Curriculum Maps: Drafted redesign of curriculum map to integrate Course Learning Outcomes to scope and sequence to Program Learning Outcomes. Began integrating CLOs for the Social and Behavioral Science division.

Reports:

- 2020-2021 Target/Improvement Report: Updated files with spring 2021 data.
- Completed Academic Council presentation with spring 2021 data reporting and projected summer/fall projects.

TITLE V GRANT & PROJECTS:

- Met with IVPAA to discuss and plan the transition of the grant initiatives.
- Records Management to plan transition of record storage to meet compliance guidelines.
- Completed physical 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. All furniture relocated for COVID-19 safety protocols has been moved back into the ALCs.

- Curriculum and Scheduling Coordinator to discuss summer and fall room assignments.
- Met with Professional Development Manager to discuss scheduling options for the spring FOCUS Academy cohort.
- Planning transition of duties for the Active Learning Classrooms and Financial Literacy, as well as on-going evaluation plans of institutionalized initiatives.
- Scheduling summer and fall courses into Active Learning Classrooms. Training team on scheduling process.
- Completed Certificate of Completion access to finalize inventory records.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Submitted sponsorship donation form to DHR Health. Worked on different event options for the ANWTS fundraiser. Worked on different event options for the ANWTS fundraiser. Contacted Mission Event Center for event quote. Contacted Wells Fargo and HEB representatives for clarity on grant qualifications. We do not meet the new priority funding guidelines for Wells Fargo, HEB and BBVA. Created invoices as requested by sponsors. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $16,950.00
    - Cash Pledged: $1,000.00
    - In-Kind Donations: $5,000.00
- **Retention** – Assisted students with registration, degree plans and financial aid.
- **Recruitment** – Continued sending out Acceptance and Rejection Letters to Valley Scholars Applicants. Continued meeting with qualified Valley Scholars applicants to review contract. Called all accepted students who have not accepted offer. Re-invited qualified students who are already registered for classes
- **Scholarship -** Submitted pre-census Summer funding for Valley Scholars to the financial-aid office.
- **Administrative –** Submitted items to include on Academic Affairs PowerPoint for Strategic Planning Workshop. Registered for Summer Bash College Fair for Dual Enrollment. Resolved open encumbrances for our department.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Held PTK Officer Elections on June 7th at 4:00pm. Full PTK officer team was elected to serve for FY 2021-2022. Held PTK monthly meeting on June 29th at 4:30pm via Teams.
- **Administrative** –Processed new membership dues. Sent PTK officer applications and elections reminder to students in chapter. Submitted membership fee reimbursement to PTK for Golden Opportunity Scholarship. Submitted Summer 1 recruitment list toptk.org.

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 registration.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Attended MSITB Division Leadership Meeting and discussed the importance of Starfish in 2021. Accepted several volunteers for focus group discussion in July 2021, June 2
- Met with EAB Project Consultant and Starfish Training Specialist, Admin Training Starfish Core
- Collaborated with Graphic Designer for flyer development for Fall 2021, June 4
- Met with Distance Learning Director and Student Success Specialists for strategic outline, flag options and goals for Fall 2021, June 14
- Met with Dr. Vanessa Meling and Lauren Loper, representatives of UTSA Nursing Program, discussed the usage of Starfish UTSA and student success programs over the past 7 years, June 16

- Attended Workshops and Professional Development
    - Hobson Global Webinar "Showcasing the Starfish Dashboard", June 2
    - #186099, Microsoft SharePoint L100, June 4
    - #186097, Microsoft Power Apps L100, June 7
    - South Texas Leadership Academy, June 10 & 11
    - #184018, Online Photo Editing, June 10
    - #184016, Microsoft Teams Meeting Training, June 10
    - Coffee Collaborate, Strategic Collaborations for Challenging Obstacles, June 16
    - #193019, Power Up: Professional Development System, June 21
- Attended QEP Advisory Committee Meeting, June 16
- Met with DHSI Grant Project Director/Coordinator for Starfish Update and Grant Documentation, June 17
- Met with CLE Director for updating Starfish Service Programs and Tutoring Services, June 17
- Attended Starfish Demo for Connect and Engage Functionality, June 23
- Viewed Achieving the Dream Virtual Webinar, June 23
- Met with Chief Information Officer to discuss Fall 2021 needs of Starfish Reporting, June 24
- Attended Banner Advisor to Student Tagging Process Mapping, June 25

PROJECTS:

- Finalized Starfish help email, starfish@southtexascollege.edu, June 4
- Review, update, and distribute Starfish Assignment and Syllabus Insert for Fall 2021
- Collaborate with Public Relations/Marketing for Website update and Digital Signage for Fall 2021
- Schedule Focus Group Discussion in OPOD system for July schedule
- Create tracking cohort in Starfish:
    - Distance Learning program, June 18
    - Valley Scholars, June 1
    - Honors Program, June 7
    - Develop link with FTIC students
    - Develop link with Meta-Majors and Guided Pathways Specialists
- Starfish Help Assisted
    - 36 Students with profile updating and assignment completion
    - 22 Faculty members identify and correct flagging issues
    - 8 Staff members identify and correct staffing connections

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Grants Developed in June
    - USDA (partnership with UTRGV) Grant
        - Met with Grants, Physics Program Chair and Project Manager to discuss grant opportunity. Some concerns discussed were primarily about the budget. There were no funds allocated for the STC Coordinator, who will be recruiting students and providing reports to UTRGV. Also, the number of students to participate in workshops and internships is 8; however, only 4 are listed for the conference.
        - Met with UTRGV to discuss the proposal and budget. They confirmed that the STC Coordinator would be doing minimal work, and not expected to work during the summer. Also, UTRGV mentioned that the discrepancy in the 8 students participating in workshops and internships and the 4 attending the conference is that they ran out of funds to send all 8 to the conference.
    - Perkins State Leadership – Advancing Completion and Employability
        - Met with the Grants office, Dean for BPST, and faculty. This grant will be a continuation of the ACE-IT grant, but will focus on HVAC, ELPT and Welding. There are concerns as the grant was written as if all the courses for these programs will be converted to CBE classes; however, this is not possible as these programs require hands-on training.

        - Met with grants office to review and discuss the budget. Some questions raised by compliance during the meeting was how the proposal will impact the entire state of Texas.
        - Reviewed email and notes sent from the Grants office;
        - Participated in grant development meeting; grant compliance recommended aligning goals for the proposal with Perkins Basic
        - Met with Dean, Grants, etc., to review proposal and discuss progress;
        - Concerns were raised about the goal being too broad; however, team agreed project has to expand/evolve;
        - Met with Director for Career & Employer Services to see how we can work together/ how they can support the goals.
    - NSF – Innovative Technology Experiences for Students and Teachers (partnership with SUNSEIT and SUNY)
        - This is a research opportunity. Anticipated funding amount is between $25 and $30M for 5 years; proposal is due August 13th.
        - The Grants office and I shared concerns regarding what STC would be committing to other than to provide access to Dual Credit students at PSJA. SUNSEIT proposes they will be impacting 10,000 students by the end of the grant, made up of students from SUNY and the Dual Credit programs at STC. When I asked whether we would have an opportunity to review the proposal before it is submitted, I was not given a clear answer.
        - Met with Grants office and MSITB to discuss concerns.
        - According to the discussions, STC's role will be to train faculty from various school districts to deliver the curriculum to their students – however, SUNSEIT has expressed an interest in working with the PSJA ISD high schools, Delta area ISDs, and perhaps Weslaco ISD. STC will be able to utilize the curriculum for summer campus, but main role would be to provide training courses and support to high school and middle school teachers, who would take curriculum to their schools and deliver to their students.
- Perkins Grant
    - Reviewed information and quotes provided by BPST and Sign Language programs;
    - Reviewed documentation for faculty internships; communicated with Project Managers to ensure the NOEs for faculty internships are accurate;
    - Followed up with grants office to ask for status of NOE approvals for faculty internships;
    - Reminded Project Managers to submit the Internship spreadsheet to the grants office before submitting any NOE packets.
    - Participated in THECB's Perkins Basic Orientation; we have until July 1st to revise the Comprehensive Local Needs Assessment (CLNA) narrative, and various areas (AA, SAEM and CLE) expressed an interest in revising.
    - Worked on reviewing and revising draft of application;
    - Reviewed and responded to various communications regarding the summer faculty internships; reviewed NOEs, etc., and submitted for approvals;
    - Worked on developing Perkins application flowchart.
    - Reviewed various NOEs, followed up with Grants on status of electronic signatures for the Commitment Forms, to ensure NOEs were approved and submitted to HR in a timely process;
    - Reviewed and responded to emails from the Grants office;
    - Developed a Perkins flowchart to facilitate planning and application process; the document was sent to Dean of BPST for review and feedback.
- Nursing Shortage Reduction Program (NSRP) Grant
    - Met with Dean and Grants to discuss planned activities, review budget, develop plan to expend remaining funds, etc.
- TAB (ACE-IT) Grant
    - Reviewed various NOE packets for accuracy; submitted NOEs to OVPAA for review/ approval.

INITIATIVES:

- QEP Advisory Committee: Meeting to discuss status, challenges, and changes to the QEP.
- Met with Project Manager and PR to discuss creating an Initiatives/ Grants Webpage
- Participated in Online Photo Editing Tools Workshop

- Participated in ApplyTexas System Updates meeting
- Participated in a webinar by Higher Ed: Leadership in Pursuit of Diversity, Equity and Inclusion.
- 33 NOEs were reviewed for consistency and submitted to the OVPAA for approval for the month of June.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted Academic Excellence with "A Night with the Stars" scholarship fundraiser
- Assisted with development of Starfish PowerPoint presentation
- Assisted with Program Development Brief for Geospatial Engineering Technology
- Assisted with revisions to Dual Credit Faculty Approval Process PowerPoint presentation
- Began coordinating the Academic Affairs Strategic Planning Workshop
- Coordinated and attended (8) photo sessions for Faculty Spotlight
- Coordinated status updates and revisions of COP Action Plan
- Continued to develop and/or revise Noncredit to Credit documentation and resources
    - CEU to SCH Conversion Form
    - Conversion Checklist
    - Educational Pathway Request for Approval proposal format
    - Process Flow Chart
    - Student Guidelines
- Developed Faculty Responsibility Form for Requests for Modification of Teaching Schedule
- Developed Open Educational Resources PPT presentation for EWD Committee Meeting
- Developed flow chart of Distance Learning process for tracking faculty CBE certifications
- Developed process flow chart illustrating Faculty Preparation to Teach CBE Courses
- Facilitated logistics for Region 8 Higher Education Regional Council Meeting
- Finalized agenda and handouts for Academic Council
- Provided edits for Academic Excellence Specialist job description
- Provided review and edits for articulation agreement with Central Texas College
- Provided review and edits for multiple communications from the OVPAA
- Reviewed, edited, and submitted Monthly Activity Report for the Academic Affairs Division
- Submitted data request and began to develop PPT presentations for Fall 2021 events
    - Academic Affairs Convocation
    - Academic Affairs Strategic Planning Workshop
    - New Faculty Orientation
- Updated Faculty Workforce Reduction Review table

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on edits to FLAC End User Manual
    - Ran PEPFLAC for part of terms: L1/L2/K1/N10/N12/N14/N16/S1/S3
    - Ran PEPFLAC for part of terms: K2, M9, N8, N11, N13
    - Verify Argos FLAC report for correct data entry
    - Records locked and acknowledged: 798
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH: Office Administration Classrooms and Labs
    - 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 Campus: PB-10B Engineering Model Car Workshop
    - Technology Campus: Master Plan for buildings A and B

    - Move/Setup Request for Faculty and Staff
- Continued working with instructional divisions on symbol design for the Graduation Banners
- Continued working on FY22 Staffing Plan Requests
- Continued working on FY22 Faculty Handbook and Pay Plan revisions
- Continued working on updating Grade Appeal Procedures
- Collecting information pertaining to Title IX Case

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
- Assisted Curriculum with Geospatial Engineering Technology packet's introductory page artwork
- Began working on Learning Outcomes icon for Learning Outcomes Department
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners
- Designed Starfish System flyer template
- Provided content/design updates for Intent to Rehire Fillable Form
- Updated artwork for Academic Affairs Division seal
- Updated "A Night with the Stars" Sponsorship Request booklet content for Academic Excellence
- Worked on "A Night with the Stars" SOCIALIFE Magazine advertisement design
- Worked on South Texas Leadership Academy PowerPoint artwork for OPOD

MEETINGS:

- Attended monthly Coordinated Operations Council virtual meeting, June 1
- Attended Liberal Arts Chairs meeting to discuss Instructional Divisions' Graduation banners, June 2
- Participated in bi-weekly PCN G Classroom to Lab Conversion Construction Progress meeting, June 2
- Attended meeting to discuss noncredit to credit pathway: Guitar Academy to AA in Music, June 3
- Met virtually with BPST Dean, PM, and GDMC to discuss Perkins Basic application and job description for FY 21-22, June 4
- Met virtually with IVPAA, VPFAS, NAH Dean and HR Director to discuss the NAH Faculty Summer Extensions for FY21-22, June 7
- Met virtually with AGIPO and PR/Marketing to discuss Academic Affairs Initiatives Webpage, June 8
- Attended the virtual Perkins Basic Grant Orientation meeting, June 10
- Met with BPST Division to present the new division graduation banner, June 11, 2021
- Met with IVPAA and Deans to discuss FLAC logistics and pay date for Summer Session 3, June 11
- Attended virtual meeting with EVP, IVPAA, and BPST Dean regarding Master Plan for Technology Campus, June 14
- Met with OPOD regarding faculty awards, June 15
- Attended virtual meeting regarding Title IX Cases, June 16
- Attended virtual meeting regarding Test Proctoring Services for Distance Learning, June 17
- Attended meeting to discuss status of OVPAA Major Priority #2, June 17
- Met with Office Administration Chair, Faculty, and BPST PM at Starr County Campus to discuss the Office Administration classroom redesign, June 21
- Attended (8) Faculty Spotlight photo sessions, June 21-23
- Presented the MSIT Division and Bachelors Programs Graduation Banners to MSITB Dean and Chairs, June 23

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. RICARDO SOLIS, PRESIDENT

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

DATE: JULY 27, 2021

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2021 THROUGH JUNE 30, 2021

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Banner 9 upgrade project includes an enhancement to the self-service applications as well as an upgrade to the Oracle database. Apps accessed via Jagnet such as Student Obligation Acknowledgments, Payroll Distribution Report, and Sick Leave Pool are currently being tested. These apps and other self-service applications will be enhanced and launched using a phased approach through the rest of the year. The database upgrade to Oracle 19c is expected to be complete in February 2022.

JAGNET

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

DEGREE WORKS

The IT team continues to work on the DegreeWorks upgrade which is expected to be ready for testing in July and will go live in the fall once the start of the semester is over. This upgrade will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements. Also, STC students will be able to create online what-if scenarios for transferring course work from STC to other four-year institutions. The STC team expects to collaborate with other HE institutions like UTRGV, Texas A&M Kingsville, and Alamo College to automate transfer degree planning and equivalency.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT teams from STC and TJC continue to work on the plan to build a DR site at each other's campuses. The network and server equipment transportation has been finalized for the first week in August while the new fiber installation and connection is being coordinated by the Internet provider.

This long-term mutual support partnership will allow both institutions to remotely store critical institutional data on each other's data centers and be able to recover it in the event of a disaster. While the current DR site at STARR County was created as part of the hurricane preparedness plan to provide clients with access to Banner, once the remote collocation at Tyler Junior College is complete the STARR county site may be used as an alternate environment for IT staff to stage major upgrades.

The engineering services team continues to work on the design to install a new gas generator for the Pecan Building M datacenter. The new gas generator is expected to be functional by December 2021. The existing 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 team's adoption continues to grow among students, faculty, and staff. They 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 the configuration of the software for the operation and management of the VDI servers. These servers will increase the capacity and performance of VDI and will support future virtualization deployments.

The IT team continue to work on enhancing features of SolidWorks virtual application. The team updated SolidWorks virtual image for student to be able to download and upload their files from a virtual machine to a local desktop/laptop. There is a small cohort of students using the virtual PC as well as the virtual software. The IT team presented this project at the Academic Counsel meeting on June 28th and will provide an update at the next meeting.

APPLICATION TEST SERVERS UPGRADE

The IT team completed the installation and configuration of the new test servers which were successfully added to the existing server cluster. The addition of these servers has increased the capacity and performance of the test environment providing additional resources needed to test new applications and systems prior to deploying them in production. This project has been completed and it will be removed from the monthly report.

JABBER IMPLEMENTATION

The IT team has completed the deployment of the Jabber software to all the STC owned laptops district wide. In addition, the team completed adding the Jabber user profile and has formalized the internal process to provide the Jabber software phone services to faculty and staff upon request.

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

- College-wide Data Security & Privacy Training, currently we have well over 70% of all employees completed. In addition, it has been reported to State with an individual compliance report completed online to Texas DIR.
- 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

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to CRI an external audit company that is currently conducting a Financial Aid Audit.
- 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 at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- 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

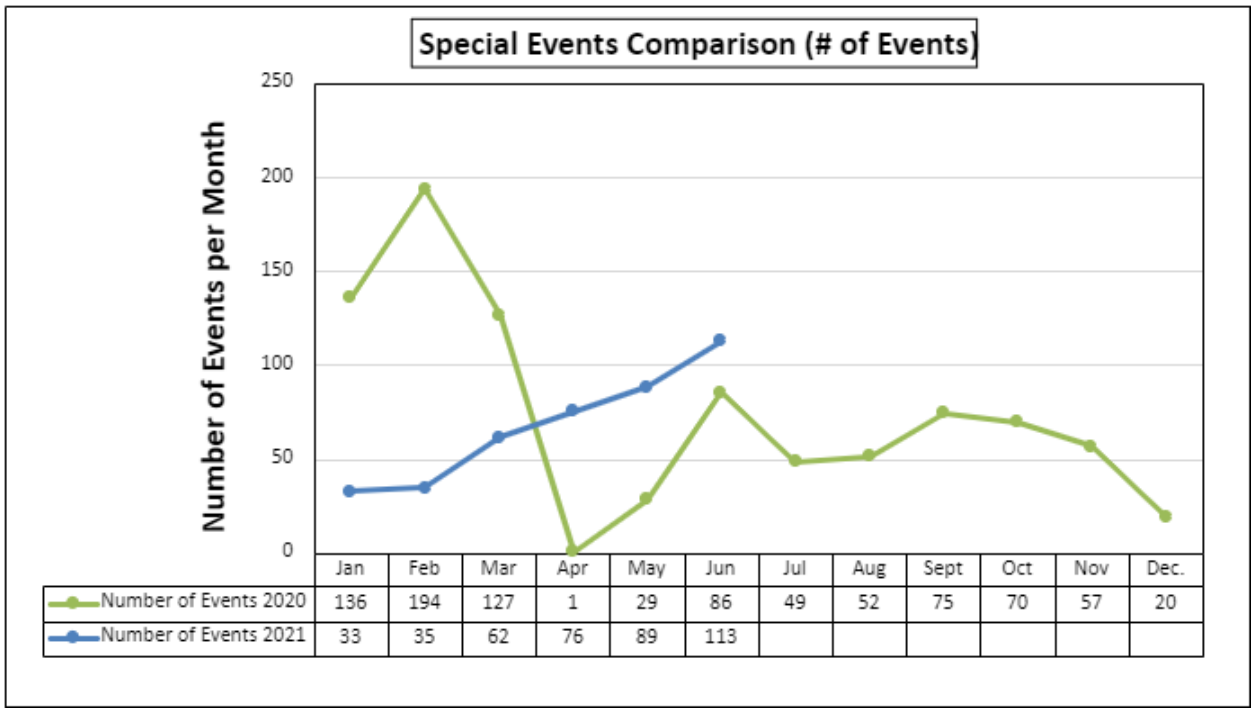
MEETINGS:

- 6/01/2021: Coordinated Operations Council Meeting, NSDCP 2022 Conference Discussion Meeting, DHSI Grant Inside Track Goal Kick-off Meeting, STC and Inside Track Diagnostic Assessment Kick-off Meeting, Council of Chairs
- 6/03/2021: OPOD Meeting, ET Director One-on-One, Connecting in the Cloud Leadership Series Meeting
- 6/04/2021: ET Leadership Team Meeting
- 6/06/2021: RTM Conference
- 6/07/2021: RTM Conference, Power Apps, STC and Inside Track Feedback Session
- 6/08/2021: RTM Conference, Connecting in the Cloud: Instructional Design Interest Group
- 6/09/2021: ET Department Meeting
- 6/10/2021: OPOD Leadership Day 1, ISPP&SI Leadership Team Meeting, Review and Discussion of Vendors for NSDCP 2022
- 6/11/2021: OPOD Leadership Academy Day 2, FDDLC Meeting, President's Administrative Staff Meeting
- 6/14/2021: ET Project Updates
- 6/15/2021: Zoom Licenses-Formulation of Recommendation
- 6/17/2021: Connecting in the Cloud Technician Series, ET Director One-on-One
- 6/18/2021: LLSS Administrator Meeting, ET Leadership Team Meeting
- 6/21/2021: ET Project Updates Meeting
- 6/22/2021: Connecting in the Cloud: Interest Group Discussion, AR Overview and Strategy
- 6/23/2021: Technology Grant Coordination Teams
- 6/24/2021: Library Reno Technology Relocation Schedule, Professional Development Committee Call
- 6/25/2021: Howard Technologies, ET Leadership Team Meeting, Howard Technology Meeting, Invitation: Apex Officer STC Demo
- 6/28/2021: ET Project Updates
- 6/29/2021: RDMC Department Meeting (project progress), Pecan Campus Library Move Timeline Strategy
- 6/30/2021: ET Work Session: VR Essentials Meeting

MONTHLY SPECIAL EVENTS COMPARISON

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

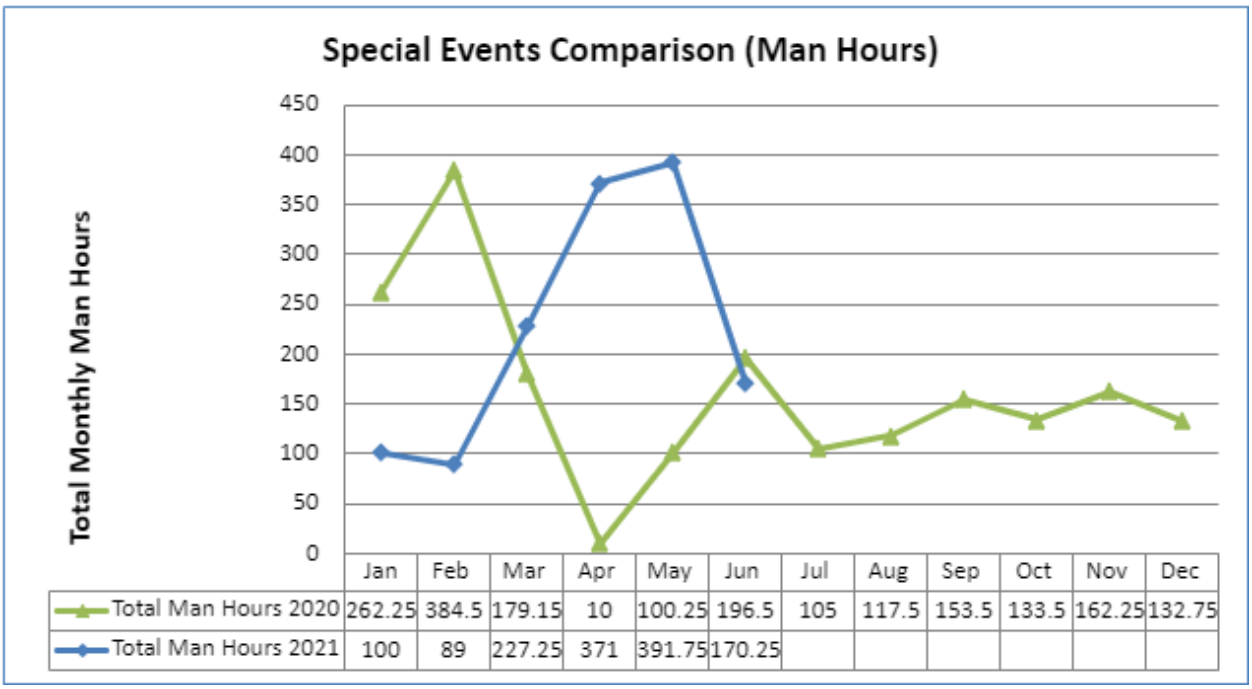
2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	408



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	170.25
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1349.25**



Monthly Counts

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

Microphone (Hand Held)	28	6	3	4	8
Microphone (Lapel)	23	0	0	0	0
RF Remote	0	3	3	4	0
PA System	0	0	0	1	0
TV/ Display	3	2	0	0	12
Screen	0	0	0	0	0
Portable Table	0	0	0	1	6
Keyboard/ Mouse	24	3	0	0	1
Mic Stands	2	2	2	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	2	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***	***14***	***12***	***46***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report.
  - Review of 2019-2021 IE plans for cohesive integration, completeness, and quality of content and evidence, leading to needed adjustments.
  - Reviewing SAEM and ISPP-SI departments 2019-2021 IE plans for needed improvements for future one-on-one consultations.
  - Completed notes on FAS and SAEM regarding evidence needed to support Mid-Bi/Final findings.
  - Director provided guidance for cabinet-level IE plan adjustments.
  - 2021-2023 Rubric Templates Report - Complete FAS, Student Affairs, SAEM and ISPPSI. Reviewed Food Services in detail.
- 2019-2021 IE Plans
  - Progress tracking.
  - Objectives analysis.
    - Provided an updated version of the SAEM objectives per Dean of IRE's request;
    - Worked on the IE plan objectives analysis for the SAEM, FAS, and ISPP-SI divisions.
    - Collected most current IE plan objectives from Xitracs and transferred to spreadsheet.
  - Organize and print the SEAM mid-bi reports from Xitracs.
  - Correcting HTML errors.
  - Uploaded the mid-biennium reports for all divisions on the IE plans & reports share point site.
  - Final IE Report data findings –
    - Documented evidence for the FAS and SAEM divisions.
    - Worked on the data collecting and analyzing for the Office of the President's IE report.
    - Identifying assessment methods.
    - Align CCSSE, SENSE and HEDS data to reflect perceptions regarding departments and services across STC.
- 2021-2023 IE Plans
  - Description Box - Short Titles.
  - Updated the plan writer list.
  - Finalized and submitted the excel report.
  - Submission of the track status.
- IE Plan Assessment - Focus Group Feedback – Report ready for supervisor review.
- Cabinet Level IE Plan Integration - Reviewed 2019-2020 IE plans of all Vice Presidents, making notes on focus/support for the division.
- Support for Program-based Accreditation (Re-accreditation) - ACEN on-site visit for the BSN program would be postponed until Spring 2022.
- Institutional Effectiveness Committee (Start-up).
  - Discussed the use of terms for committee membership vs. undefined service obligations.
  - Revised by-laws are ready for review by Dean and Vice President.
  - Revised proposed Institutional Effectiveness Committee by-laws to include proposed membership by name, department, and division.
- Mid-Biennium IE Reports Publishing.
  - Published FAS, SAEM, and Office of the President.
  - Submitted 2019-2021 and 2021-2023 entity notes providing current names by using the Comprehensive Operational Plan as reference.
- Comprehensive Operational Plan Updates – Revised COP status report template and instructions for final review by Dr. Plummer.

MEETINGS / TRAININGS

- QEP Follow-up - Supplied N. Garcia with QEP/MAP data at the disposal of RAS/IEA, source of the data, and parties responsible for collecting and analyzing these data.
- Data Management & Integrity Committee – Met with Gartner contact to kick off the discussion of services to be provided.
  - Title V - Hispanic Serving Institutions Grant - Discussed Starfish and its use across the QEP and the DHSI grant.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
  - Additional measures for Strategic Plan progress and the institution-wide survey to be included in upcoming presentations to PDC, PAS, and other groups.
  - Measurements for progress on the Strategic Plan (goals and directions).
  - Data elements to have prepared for our new president, Dr. Solis.

    - Dual credit sites and issues dealing with excess hours, college-going rate and, earned to attempted ratio of dual credit students.
    - Discussed the Ad Hoc Data requests are arriving without sufficient specificity.
- IEA Weekly Meeting.
    - Review of IE Plan.
    - CITI training for IRB.
    - SACSCOC Virtual Institute on Quality Enhancement and Accreditation.
    - Assessing IE Plans with the rubric.
    - Preparation of data to share with Dr. Solis.
    - Revision of 2019-2021 IE Plans through the mid-biennium report.
- Data for Dr. Solis Meeting – Discussed the content of the Almanac summary.
- ISPP&SI Division Meeting.
- President's Administrative Staff Meeting.
- Coffee Collaborative (Occasional Leadership or Participant Role) - Shared data on collaboration mention/implied in IE Plans and Comprehensive Operational Plans.
- AIR Forum Virtual 2021.
- OPOD-Hosted Trainings.
- EverFi Training – Mandatory training completed.
- Administrative Assistant's Monthly Meeting.

FACTBOOKS AND DATA PORTAL

- Data Portal Reports - Updated and posted the course enrollment report and the high school enrolling in Texas Higher Ed report for data portal.
- Pass Rates and Grade Distribution by Term and by Course Type Reports - Fall 2020 and spring 2021.

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support.
    - CCSSE and SENSE surveys reviewed for questions addressing use, satisfaction, and importance of key academic, student support units and questions to triangulate on sense of belonging.
    - Provided the fall 2019 cohort data for the transfer tracking needed to complete the FTIC cohort persistence reports for fall-spring and fall-fall. Shared existing cohort reports and SENSE performance data from the fall 2020 administration of the survey.
- Banner Connections (including ARGOS) - Access to Banner/ODS data via SPSS and SQL developer to make queries for IE purposes.
- Substantive Change Support.
    - Discuss the requirements of the new SACSCOC policy regarding notifications on implementation of new programs, certain revisions, new sites, online and CBE programs, and when teach-outs are required. The issue of adding off-campus sites was addressed in a SACSCOC webinar this week, clarifying several questions raised by the committee.
    - Discussed STC policy issues touching on the topic of a grant for non-credit classes that prepare participants to pass industry-recognized certificate exams. Discussions spoke to the need to follow PLA procedures and clarify the review required for non-credit and credit course equivalency.
    - Discussions regarding issues of non-credit to credit transfer and, proper documentation of course/program equivalencies and updating of the PLA.
    - Meetings for developing SACSCOC prospectuses for two schools to acquire approval to offer >50% of a program at their off-campus instructional sites.
- Ad Hoc Data Discussions with RAS and/or STC constituent(s).
    - Reviewed RAS reports on pass rate comparisons for the "hotspot grants" through the library and a RAS qual report on use of online instruction tools. Investigating data sources for sharing STC trends on areas most likely to be of interest to the incoming president.
    - Discussions around the appropriate data to prepare for the new president: Trend data from multiple years of Almanac and THECB accountability and, data typically requested by Dr. Reed in the past.
    - Developed a framework for sharing Almanac trend data with Dr. Solis.
- Census Day Data Collecting for Summer 2021.

PROJECTS

- Data Preparation for Dr. Solis – Reporting Analyst provided the Almanac summary data (STC vs Statewide) for dual credit measures, debt of graduates, and faculty.
- Course Pass Rates - Comparisons by spring/fall terms and the course pass rates by term and by division.

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

SACSCOC

- Substantive Change Process Update.
  - Sent draft revisions to Substantive Change committee and Curriculum office.
  - Presenting changes to Academic Council.
  - Updated procedures.
- Guitar Continuing Education Certificate – Completed process and recommendations.
- Dual Site Monitoring.
  - Reviewed sites and developed forms for site tracking.
  - Closed Mercedes Early College High School.
- Reaffirmation 2021.
  - Verification visit: Finalized dates, set draft itinerary, contacted administrators and staff leading key documents.
  - Confirmed itinerary with SACSCOC Chair.
  - Prepared budget for visit.
  - Received notification of official SACSCOC reaffirmation.
- CBE Prospectus.
  - Team has been selected and verified.
  - Discussed timeline roles assignments.
  - Attended webinar.

MEETINGS / TRAININGS

- IRESP Administrators Meeting.
- SACSCOC Substantive Change Webinar.
- President's Administrative Staff – Presented on Strategic Planning.
- ISPPSI Leadership Meeting with Dr. Plummer.
- DHSI Grant – Met with inside Track for DHSI Planning.
- EVERFI Mandatory Trainings.
- Planning and Development Council – Presented on Strategic Metrics.
- IRESP Staff Meeting.

PROJECTS

- QEP Status Update – Met with QEP Director, Advisory Committee and scheduled SACSCOC summer institute sessions.
- Continuing Education Program Review – Developed template.
- FAS Survey – Discussed with VP of FAS the survey needs for upcoming IE planning and reporting.
- Strategic Planning 2021 Biennium Update –
  - Updated contextual metrics.
  - Prepared presentation to PAS.
  - Presented to Academic Council updated KPI's
  - Updated raw table to include and compile strategies and metrics.
  - Updated KPI's and targets for reviews.
- Data Management & Integrity Committee.
  - Discussed Gartner services with DMI team.
  - Worked with team members to update data dictionary.
  - Coming meeting after completing the survey from Gartner.

MISCELLANEOUS

- Institutional Review Board – Reviewed two requests for research.

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. Plan was presented to Coordinated Operations Council.		

ACTIVITY HIGHLIGHTS

- Reviewed 100% Design Development Drawings.
- Worked on Texas Council of Academic Libraries conference planning.
- Visited Technology Campus and Nursing and Allied Health Campus to meet with staff on projects and operations.
- Participated in a furniture walk-through with Facilities Planning & Construction in preparation for Pecan Campus Library Renovation and Expansion.
- Worked on planning for Library staff to accept library fee payments online.
- Developed tasks for Pecan Campus Renovation and Expansion project using ClickUp online program.
- Worked on Texas Council of Academic Libraries conference planning.

MEETING HIGHLIGHTS

- Convened meeting with Office of Resource Development, Management & Compliance, IT, ET, and Distance Learning to discuss interdepartmental coordination of technology grant proposals.
- Met with Library and Learning Support Services colleagues to develop comments on Pecan Campus Library Renovation 100% Design Development Drawings plan.
- Participated in meeting with Safety Spot representatives regarding DHSI Grant support work.
- Participated in Planning and Development Council meeting.
- Participated in Budget Committee Meeting.
- Convened coordination meeting of Library and Learning Support Services group administrators.
- Convened online meeting of Texas Council of Academic Libraries Board Conference taskforce.
- Participated in meeting with InsideTrack representatives regarding DHSI Grant support work.
- Participated in President's Administrative Staff meeting.
- Convened online meeting of Texas Council of Academic Libraries Board.
- Met online with Mike McCarthy from ProQuest to discuss library resources and services available through ProQuest and library plans.
- Met with Police Department and Facilities Planning & Construction staff to discuss placement of surveillance cameras for the Pecan Campus Library renovation and expansion project.
- Participated in Centers for Learning Excellence retreat.
- Participated in Texas Library Association Nominating Committee meeting.

TRAINING HIGHLIGHTS

- Participated in American Library Association Annual Conference.
- Attended webinar on Connecting Minority Communities Pilot Program grant.
- Participated in Cadence online platform training.
- Participated in *Chronicle of Higher Education* webinar on The Future of Small Academic Libraries.
- Participated in CCUMC Connecting in the Cloud session regarding educational technologies leadership.
- Participated in MS SharePoint L100 training.
- Completed EverFi HR trainings.

LISA B. WALTERS ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Renovation
- Investigating grants to support Hotspots.
- Continued working on the Hotspots for TSLAC and CTE grants
- Conducted All TEAM meeting

LIBRARY DATA:

Monthly Statistics

- Reference Questions # __6__
- Active Community Users # __77__
- Visitors # __11,175__
- Library Events # __2__
  - Attendance Synchronous # __25__

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

ARTchitecture

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

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

War & Peace on the Rio Grande, 1861 - 1867

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

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

Juneteenth with JUSTUSarts

JUSTUSarts Educational Entertainment **Virtual (Zoom Webinar)** Date June 17th at 1PM

JUSTUSarts Educational Entertainment presents an interactive online storytelling, with traditional folk arts, drumming, and vocals from the African American Experience.
Performers: Oba William King, Lisa Williams White, Mark Vaughn

Pride Author Talk with Jo Reyes-Boitel

Jo Reyes-Boitel **Virtual (Zoom Webinar)** **Date June 23rd at 6PM**

Jo Reyes-Boitel is a queer, mixed-Latinx parent, poet, essayist, and playwright with a new book coming out in 2021. Tune in for a reading of her work and a talk on how she established her voice as a writer. This event is free, open to the public, and will be hosted on Zoom Webinar.

PROJECT HIGHLIGHTS

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:** 98%	**End Date:** June 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 development of the application is near completion and the team is preparing to start piloting with a small number of users.		
CLE Departmental SharePoint Site	**Progress:** 38%	**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, and the team is 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 – 45% Phase II – 17% Phase III – 0% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team has completed imports of user records and is currently building location record imports and planning resource type imports		

ACTIVITY HIGHLIGHTS

- Hotspot Reports – Templated created by Systems Team for Hotspot Team - ongoing
- Future Jaguar Leadership Summer Camp
- Staff member researched for beliefs meeting
- Author talk with Jo Reyes-Boitel took place, 6 attendees.
- TLA Session Proposal is in process
- Presentation given to the South Texas Adolescent Health Summit "Using Art in Self-Care."
- Tidbits newsletter –July newsletter ongoing
- Hotspots Procedures Manual – ongoing
- Virtual Reference Training – ongoing (staff trainings June)
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- LibAnswers setup – ongoing
- Academies and High School Programs Tours – ongoing
- Division of Business, Public Safety and Technology Registration Boil Bash
- BiblioBoard Database demonstration to instructors
- Staff members contacted instructors about reserves
- Staff member conducted an instruction session
- Juneteenth virtual event took place, 18 attendees
- Staff member met with colleagues involved in the accessibility project
- College Advisor Training Program Presentation
- OER Bootcamp - ongoing
- Library Tours - ongoing
- Hotspots reactivation
- Blog posts and social media promotion
- Furniture to 100% capacity – ongoing
- Preparation to move the permanent art collection.
- Set up and promote upcoming events.
- Pilot project for team members' inventory
- New design project started for a Leadership Academy
- Updated "Library Discovery List" tutorial finalized
- Hotspot program

MEETING HIGHLIGHTS

- MVC Operations Coordination Meeting
- Librarian attended meeting with Open Labs Supervisor
- Accessibility project meeting
- South Texas Adolescent Health Summit meeting
- Bethel Garden Mural Taskforce
- Team Spirit meeting
- Marketplace meeting
- Campus Librarian II Weekly Meeting
- Librarian II and III Weekly Meeting
- OER meetings
- Bi-weekly meeting
- Program meeting
- Tutorial and marketing plan feedback
- Bi-weekly meeting with Associate Dean

- Monthly meeting with staff
- Library Operational meeting
- Tidbits meeting
- All TEAM meeting
- NAH faculty exhibit planning meeting
- Art and Self Care panelists meeting
- Staff member met with colleagues involved in the accessibility project
- Budget meeting
- Public arts committee
- Program planning
- Discovery List Tutorial
- Tutorial and market plan

TRAINING HIGHLIGHTS

- Staff member attended & presented at OER bootcamp.
- Attended ALA Webinar on Badges for micro-credentials.
- Staff members worked on the required Everfi trainings mandated by Human Resources.
- Staff members attended a Desk Tracker Training.
- Staff member attended the virtual training, "Deaf Students and ASL Interpreter."
- Staff member continued Unit 2 project for the Texas Association of Museum's Virtual Program Camp.
- STC Online trainings – ongoing
- LibAnswers Training – ongoing
- Vidgrid training
- Staff member attended the Cadence Collective Event.
- Staff member continued working on the LinkedIn Learning training, "Project Management Foundations."
- Staff member attended the virtual training, "Digital Awakening."
- Staff member attended the virtual training, "Dragon in the Library."
- Staff member attended the virtual training, "Schools in a Time of Crisis: We're NOT Disrupted Enough!"
- Staff member attended the virtual training, "Library of Congress session on LGBTQ Materials."
- Jag Studio (F228) training
- Online Photo Editing Tools
- Microsoft Teams Meeting
- Learning Canva
- Learn Emotional Intelligence, the key determiner of success
- Ken Blanchard on Servant Leadership
- Staff member attended CPR workshop
- Staff member worked on reserves training
- Librarian & Specialist attend STLA workshop
- Staff members attended the South Texas Leadership Academy.
- Staff member attended the virtual annual conference for the American Alliance of Museums.
- Staff member attended the virtual training, "Regenerating the Academic Library."
- Staff member attended the virtual training, "National Movements in Racial Justice and Academic Library Leadership."
- CPR/First Aid/ AED American Heart Saver Certification
- Staff attended Symphony Cataloging Review Training
- Staff member attended the virtual training, "Web Accessibility."
- Staff member attended the virtual training, "Building Connections with Community Assets."
- Staff member attended the virtual training, "Time Management Fundamentals."
- Staff member worked on VidGrid training
- LI – Organizational Leadership

ARTURO SOLANO, DIRECTOR INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held meetings with the Open Labs Analyst and Pecan Campus Logistic Manager to discuss furniture planning.

- The Director held a meeting with Educational Technologies to discuss AR/VR.
- The Director held a departmental meeting with the Pecan Logistic Manager and the Open Lab Specialist to discuss the Makerspace.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director met with the Director of Academies and High School Projects to discuss services.
- 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 Pecan Logistics Manager and Open Labs Specialist to discuss the Makerspace cost estimates.
- The Director attended the AA-FM Roundup June 2021 - Open Encumbrance Report Training.
- The Director attended the ISPP&SI Leadership Team Meeting.
- The Director attended the President's Administrative Staff Meeting.
- The Director attended a meeting with the vendor Safety Spot.
- The Director met with Facilities Planning & Construction to review furniture inventory and planning.
- The Director attended the Library & Learning Support Services Administrator meeting.
- The Director visited the Technology Campus for an AR/VR Lab tour.
- The Director visited the Mid-Valley Campus to meet with the Off-Site Logistics Manager and Open Lab Specialists.
- The Director attended the Pecan Library Renovation Working Group meeting.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the library renovation planning.
- The Director held a departmental meeting with the Open Labs Analyst and the Pecan Logistics Manager to review the data and electrical assessment.
- The Director attended the ALA presentation on emerging technologies, which included practices involving Makerspaces in libraries.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the Pecan Campus Library move timeline strategy with stakeholders.

ACTIVITY HIGHLIGHTS

- Annual physical inventory was completed and certified.
- The JagPrint credits and printer counts for Summer 2021 were reset.
- Two Learning Commons & Open Labs supervisors passed their TSI certification exam.
- A Bluetooth headset pilot was conducted by a Learning Commons & Open Labs Technology Specialist.
- Three licenses of Multisim Education Single Seat were installed at the Pecan Open Labs.
- A new Formstack was created for Open Lab reservation requests.
- The new KIC ADF scanner was set up and installed at the Pecan Campus Library.
- A CPR training was coordinated for the Learning Commons & Open Labs staff in August.
- The Pecan Campus Logistics Manager, Open Labs Specialist, and Technology Specialist visited the Mission CEED music studio and computer lab.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- JUNE 2021 ATTENDANCE STATISTICS: 1,126

	Number of Students	Number of Logins
District Totals:	**1,424**	**3,413**

ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	235	540	
Nursing and Allied Health Campus	373	744	
Pecan Campus	541	1446	11
Pharr Regional Center for Public Safety Excellence	34	80	
Starr County Campus	101	224	
Technology Campus	140	379	

OPEN LABS TESTING, RESERVATIONS, & PRESENTATION STATISTICS:

Campus	Number of Open Lab Reservations	Number of Students TSI Testing	Number of Presentations
Pecan Campus	9	86	5
Mid-Valley Campus			1
Nursing and Allied Health Campus			1
Starr County Campus			2
Technology Campus			1
Total:	**9**	**86**	**10**

JagPrint - Printing Report
Jun 1, 2021 to Jun 30, 2021

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
La Joya	0	0	0	0	0	0	0	0	0
Mid -Valley	181	1609	13309	37	151	687	218	1760	13996
NAH	269	1674	13482	120	806	4526	389	2480	18008
Pecan	384	2559	24987	70	510	2431	454	3069	27418
RCPSE	29	212	2539	4	13	89	33	225	2628
Starr	78	564	3845	5	23	150	83	587	3995
Tech	93	512	2953	5	34	376	98	546	3329

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**June 2021**
▪ Visitors: 9,291 ▪ Tutoring Sessions: 61 ▪ JagTrax Totals: 670	

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus	**Progress: 37%**	**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 have been installed. Clear Touch screen has been delivered, along with new equipment to set up in office space.		
Standardization of CLE Writing Center	**Progress: 15%**	**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. Teams channel has been created for the writing team.		

Supervisory staff met to assign tutors to create comment banks. Feedback has been collected and will be reviewed to update standards for Fall semester.
CLE Marketing Summer 2021 **Progress: 30%** **End Date: August 2021**
The CLE has signed up to participate in the Summer Bash Program Fair to market our services to prospective, current, dual, and community members. The department has also developed CLE Game Nights as another way to promote services throughout the summer and fall semester. The CLE Supervisory staff met to discuss marketing for the summer semester. CLE will be interviewed for Jaguar Talks promotional video. The first CLE Game night was held at Pecan campus.
CRLA Teams Tracking **Progress: 50%** **End Date: December 2021**
CRLA Teams channel has been created, with plans to import CRLA rubrics and staff by the end of the month. Supervisors have been trained on moving CRLA files and adding employees to the CRLA Teams channel.

IE PLAN PROJECTS HIGHLIGHTS

CLE Online Support Services Institutionalization **IE Plan Objectives: 1, 2, 5** **Progress: 90%** **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: 99%** **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. Math and Humanities Tutor have been hired with additional Math and Chemistry tutors pending. Received baseline data from RAS which is being analyzed.
— **Subproject: Virtual CLE Quality Assurance** — **IE Plan Objectives: 5** **Progress: 90%** **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. Seventy percent complete with updating all CLE tutor profiles and picture day has been scheduled.
NSF Grant Year 2 **Progress: 65%** **End Date: December 2021** **IE Plan Objectives: 3**
This project targets Goal 3 in our departmental IE Plan. CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. Recruitment for a new NSF tutor is still underway. Potential Computer Science tutor has been contacted, application pending.
Tutor Training for FY 2020-2021 **Progress: 96%** **End Date: Aug 2021** **IE Plan Objective: 5**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Fall Tutor Training Planning is underway.

EVENT HIGHLIGHTS

CLE Staff Retreat Hosted at NAH Campus **Event Dates:** June 3, 2021

The CLE held its annual staff retreat at the NAH campus on June 3, 2021. Full-time CLE employees received updates on IE Plan and COP goals, the CLE's Risk Assessment Plan, and grant activities. Speakers

CLE Staff Retreat Hosted at NAH Campus **Event Dates:** June 3, 2021

from Dual Credit Programs and Distance Learning were invited to present. The day concluded with team building activities and an interactive training on Creating Engaging Training Activities.

Tech Campus CLE Participated in Registration Boil Bash **Event Dates:** June 16, 2021

Tech Campus Coordinator assisted with tabling during the Registration Boil Bash hosted at the Technology Campus on June 16, 2021. Students were given promotional information on CLE services, as well as support services from the Library and Open Labs.

Early College High School Bridge Orientation **Event Dates:** June 3, 15, & 24, 2021

CLE Academic Coaches presented to over 300 middle school students preparing to enter dual enrollment high school classes in the fall semester. Presentations were held on three days to students from the following high schools and Early College High Schools (ECHS): Donna TSTEM, Donna High School TSTEM, Weslaco East ECHS, Weslaco High School ECHS, Economedes ECHS, Edinburg North ECHS, Jimmy Carter ECHS, Sharyland Advanced Academics Academy, PSJA ECHS, Ballew High School, and Sotomayor High School.

MEETING HIGHLIGHTS

- SharePoint meeting with Library Technical Services staff
- Asynchronous Writing Comment Bank meeting
- DHSI Grant Inside Track Diagnostic Assessment Kick Off
- CLE Stats tutoring interventions meeting
- Retreat presentation planning/prep (DHSI activity update)
- IE Plan and COP Goals Review
- Risk Assessment Plan annual update
- Perkins Grant Activity Update
- DHSI Grant Activity Update
- Dual Credit Programs & CLE partnership
- Distance Learning & CLE partnership
- Upswing monthly meeting
- Program advisor to discuss EMT summer support
- ADN faculty to discuss summer support for incoming cohort
- Academic Coaches meeting
- Library Technical Services meeting regarding JagTrax
- JagTrax Process Mapping meeting with IT
- SI Faculty Presentation
- Meeting with UTRGV SI Program Coordinator
- South Texas College/InsideTrack Feedback Session
- Exceptional Start magazine interview
- SuccessHub module development meeting with Academic Coaches

- RAS Faculty Focus Group Report staff meeting
- ISPP&SI Leadership Team Meeting
- New DHSI Grant Coordinator Introduction meeting
- President's Administrative Staff meeting
- SI Leader meeting
- Academic Coach support at NAH
- JagTrax SI Reporting meeting
- Starr Campus staff meeting
- Statistics SWAG Planning Meeting
- Pecan Learning Excellence Specialist Interviews
- Meeting to discuss TECH CLE SharePoint site
- Meetings for Teams migration for CRLA
- Search Committee meeting for Learning Support Manager
- Tutor Introduction Videos meeting
- Search Committee meeting for ADT Lab Technician
- OTA Chair meeting to discuss faculty doing service hours online
- Meeting with ADN Advisor for upcoming bootcamps
- Meeting with NAH Advisor to provide CLE service overview
- Zoom Licensing Recommendation Formulation Meeting
- Starfish meeting
- LLSS Administrators meeting
- SuccessHub module development meeting with Academic Coaches
- SI Leader Mentor meeting
- DHSI Updates Meeting
- Meetings for Teams migration for CRLA
- MVC SLA Hiring Committee meeting
- Marketing Meeting
- MVC Operations Coordination Meeting
- Learning Support Manager Interviews
- Learning Support Manager Search Committee meeting
- Distance Learning Student Success Specialist interviews
- Pecan Library Renovations work group meeting
- JagTrax Reports meeting
- Meeting with SI Coordinator from University of West Georgia
- Physical Therapy Assistant Hiring Committee
- English 1301 writing project
- SharePoint meeting
- Starr CLE staff meeting
- MVC Full-Time SLA interviews
- Academic Coaches meeting
- SI Mentor meeting
- Jaguar Talk planning meeting
- Budget reallocation meeting
- Embedded Tutoring focus group design meeting
- Architectural Dept Lab Assistant interviews
- Computer and Advanced Technologies Department meeting
- Search Committee meeting
- SharePoint meeting
- Records Retention work meeting
- President's Administrative Staff meeting
- Physical Therapy Assistant interviews

TRAINING HIGHLIGHTS

- Creating Engaging Training Activities
- Everfi Trainings (Harassment, Title IX, etc.)
- Perkins Basic Grant Annual Orientation

- Nonviolent Crisis Intervention training
- Microsoft SharePoint L100
- Create and Facilitate Better Student Engagement in Blackboard: Pronto
- South Texas Leadership Academy: Hidden Gems in Office 365
- South Texas Leadership Academy: A Compass for Resilience
- Jag Studio Updates Training
- Coffee Collaboration training
- Teams Breakout Room Training
- CPI Nonviolent Intervention Online Training
- CPI Nonviolent Intervention In-person Training
- Everfi Trainings (Harassment, Title IX, etc.)
- New Faculty Volunteer in Upswing Orientation
- Learning Center Professionals Group Discussion: Asynchronous tutoring
- Starr staff Teams training

EVENT HIGHLIGHTS

- CLE Staff Retreat hosted at NAH
- TECH Campus participated in Registration Boil Bash
- Tours for Dual Enrollment Students
- Presenting at College Advisors Training Program
- CLE staff game night
- Early College High School Bridge orientations

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation
- Live Chat Launch completed
- 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
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- LBB 2021 Community College Performance Measures
- Summer Campus Enrollment Report
- THECB 2019-2020 Licensure Data

SURVEYS

- Distance Learning tools survey
- HEDS graduate survey 2021 follow-up work
- Institutional Excellence metrics survey
- Public Safety CPR programs survey

QUALITATIVE STUDIES

- Embedded Tutoring Qualitative Study
- Institutional Effectiveness Template Improvement

- MVC-Child Development Center Focus Groups

DATA REQUESTS

- CE to Credit side AY15-17
- CLE Tutoring Analysis
- Connect Program Support Grant Course Pass Rate Comparisons
- Dr. Petrosian's presentation data updates (enrollment, graduates, etc.)
- 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
- Fall 2019 FTIC Developmental Ed. Performance Measures Based on CMB001 & 2 Data
- 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
- Graduates Information
- Graduates from programs that can be completed fully online - last 5 years
- IPEDS Fall 2019 Human Resources data (gender, race/ethnicity)
- MATH Re-enrollment for Summer 2021 and Fall 2021
- Open Records' Request - Student Contact List from Spring 2021
- Perkins Grant - Hot Spots Student Course Pass Rate Comparisons
- Student information for Math 100/0442 for Fall 2021
- TECAs
- THECB data for Dr. Valerio - Average Attempted Hours, Time to Degree, 3-Year Graduation Rate

MEETINGS

- BUGs Monthly Meeting
- Continuing Education Program Review
- Degrees When Due Texas Cohort Meeting
- DHSI Grant: Assessment feedback session with Inside Track
- FAS satisfaction survey meeting
- Gartner Kickoff: Data Governance
- Greater Texas Foundation grant evaluation meeting
- HEDS virtual annual meeting
- IRESP Admin Weekly
- ISPP&SI Leadership Team Meeting
- Meeting: Discuss Ticket 3365 - ECHS List
- PAS
- PDC
- QEP Advisory Committee Meeting
- QEP Data and Questions
- Strategic Planning: New Targets

OTHER RESEARCH/SUPPORT

- Early Childhood Bachelor of Science awards at UTRGV - from THECB Accountability Interactive
- Historic Online Section Offerings and Maximum Enrollment Rates - Fall Terms
- IPEDS - Review College Affordability and Transparency Center (CATC) Lists
- Grant baseline data and evaluation support
- Guanzon IRB
- Percent of Contact Hours Full-Time Faculty Teach Script/Programming Edits
- Qualtrics capabilities review in advance of CLE project
- Request from Austin Community College - Aggregate Reverse Transfer and ECHS graduate counts
- Review ATD Annual Reflection Report Instructions and Worksheet
- Review First Draft of the ATD Annual Report
- Review KPIS and targets, update IPEDS graduation rates and target
- Review THECB 2021 Almanac data
- Spring Enrollment STC - State Reporting Office Alamo Community College (ACC) San Antonio
- Strategic Plan 2021 Recap presentation for PAS

- Survey incentive documentation drafts
- Update with Spring 2021 Data Student and Course Level Archived Working Files

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	Grantor Approved Extension Until 7/09/2021
Milestones(s)	Completed & Submit Final Report on 7/09/2021
Next Step(s)	N/A
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 2/3 of CWI Exam July 2021. Formal Hand Off to Dean Lozano (August-2021)