SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

September 2021

Board Meeting
October 26, 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:	OCTOBER 31, 2021
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2021 THROUGH SEPTEMBER 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 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
- President's Welcome Tour – Technology Campus
- President's Welcome Lunch
- Dual Parent Outreach meeting
- Perkins Local Plan and Evaluation Plan Review
- SACSCOC Verification Visit Discussion
- Future Facilities meeting for South Texas College
- Executive Director of Public Relations and Marketing review of Candidates
- Free Semester Campaign Strategy and Marketing Campaign for Spring 2022
- Camps Visit with West Texas A&M University

ATTENDED

- Marketing meeting with Raymond Pedraza
- Grow with google HSI Initiative
- COVID Documentation Automation Request Meeting with Santa Pena and IT Team
- Dual applicants not TSI Ready Enrollment Campaign Meeting
- Reynosa Outreach Meeting
- Superintendent's Leadership meeting
- Review of Reskilling Grant and Future Projects with Leslie de la Rosa, Student Completion Specialist
- HEERF Approvals Automation Review
- Military Friendly Survey Review
- Farewell for Mara Garcia, Counselor, Student Affairs
- Mid-Valley, Technology and Nursing & Allied Health Campus Presidential Tour – Student/Faculty Tours
- Mid-Valley, Technology, Pecan and Nursing & Allied Health Campus Luncheons
- Breakfast meeting with the South Texas College Vice Presidents

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census day enrollment on September 8, 2021 of **29,163** students for Fall 2021 semester, which began on August 23.
- Participated in the virtual Professional and Organizational Development Day on September 24, 2021.
- 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 at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **738** chat sessions during September 2021.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting and President's Administrative Staff meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Council, Curriculum Committee, Data Management & Integrity Committee, December 2021 Commencement Exercises, DegreeWorks – tested the upgrade, including pre-requisites, Enrollment Appeals, Jagnet Content Committee, mapping of escrow credit, marketing meeting to promote "Free Semester," Prior Learning Assessment Manual Review, and search/hiring committees.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts began reviewing potential December 2021 graduates.
- Document Management Specialist downloaded, reviewed and verified **6,851** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 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.
- As per the official census day enrollment, STC has **66** international students for Fall 2021 semester.
- Processed **299** course substitutions and exceptions in DegreeWorks during September 2021.
- Processed grade changes for **62** students during September 2021.
- Processed reinstatement requests for **285** students during September 2021.

- Processed schedule change requests for **2,331** students during September 2021.
- Processed **1,161** high school and **443** college/university transcripts during September 2021.
- Evaluated **600** transcripts from other colleges and universities during September 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,779** STC transcripts during September 2021.
- Scanned and indexed **4,207** documents submitted by students during September 2021.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19 via TEAMS
- SFS Staff has been assisting students with FAFSA application and HEERF application via Live Chat, Virtual Lobby and in-person for Fall 2021
- SFS Department welcomed Rebecca Lopez as our new Financial Aid Specialist at the Pecan Campus.
- SFS Specialist Krystal Guzman & Coordinator Yesenia Garcia met to discuss the 2022-2023 TASFAA forms
- SFS Coordinator Judy Martinez held interviews on September 28th & 29th for the Financial Aid Outreach Specialist.
- Auditor came in to review TEOG files.
- Staff had the option to work from home or come in to the office for Professional Development Day.
- Student files are being completed and awarded, files are coming in via email, fax and mail.

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report September 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, 2021**
Pecan Campus	**16**			**ACT**	
Mid- Valley	**15**	**18**	**17 (94%show)**	**TSI EXAM**	**17**
Starr Campus	**21**	**16**	**14 (88%show)**	**TSI EXAM**	**14**
Pecan Plaza	**29**	**43**	**29 (67%show)**	**GED/ PEARSON**	**29**
Pecan Plaza		**112**	**90 (80% show)**	**TSI EXAM/ includes TSI Online**	**90**
Pecan Plaza		**17**	**15 (88%show)**	**TCOLE/ Proctored Exams**	**15**
Pecan Plaza		**98**	**64 (65%show)**	**HESI**	**64**
Mid-Valley		**44**	**31 (70%show)**	**HESI**	**31**
Starr		**10**	**7 (70%show)**	**HESI**	**7**
TOTAL:	**81**	**358**	**267 (75% show)**		**267– All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (09/01/2021 – 09/30/2021)		**Year To Date (09/01/2021 - 09/30/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	14	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	14
Developmental Ed (945+ & 0-4 Essay	13	Developmental Ed (945+ & 0-4 Essay	13
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	4
ELAR Diagnostic Level 4	31	ELAR Diagnostic Level 4	31
ELAR Diagnostic Level 3	24	ELAR Diagnostic Level 3	24
ELAR Diagnostic Level 2	15	ELAR Diagnostic Level 2	15
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**101**	**Total**	**101**
Mathematics College and Career Readiness			
Monthly (09/01/2021 – 09/30/2021)		**Year To Date (09/01/2021 - 09/30/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	12	**College Ready (950+ or 910+ & 6+ Diag)**	12
Mathematics Diagnostic Level 5	5	Mathematics Diagnostic Level 5	5
Mathematics Diagnostic Level 4	31	Mathematics Diagnostic Level 4	31
Mathematics Diagnostic Level 3	20	Mathematics Diagnostic Level 3	20
Mathematics Diagnostic Level 2	20	Mathematics Diagnostic Level 2	20
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**88**	**Total**	**88**
Data retrieved from College Board Accuplacer			
Date: 9-03-2021			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **30** events and served **1,693** students and parents during the month of September.
- Department is working with ISDs to resume Dual Credit Fast Track events at STC campuses for the new cohort of early college high school freshmen enrolling in Spring 2022. Programmed activities include a New Student Convocation, Campus Tour, Advising Session, and Registration Drive at Enrollment Centers. As of this report, a total of **22** Fast Track events have been scheduled during the Fall semester and more than **1,500** students are expected to participate in the initiative.
- Dual2Degree Specialists continue to meet with ISDs to plan for Spring 2022 enrollment which includes finalizing internal deadlines to meet the College's Dual Credit Program Enrollment Timelines and setting recruitment benchmarks. A total of **36** meetings with ISDs were held in September.
- Department is providing support to ISDs for Spring 2022. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives at high school sites. In addition, Department staff will assist in reviewing student enrollment eligibility for Spring 2022.
- Director and Coordinators are meeting with ISDs to schedule matriculation campaigns for dual credit students during the Spring 2022 semester. Programmed activities for on-campus events include a Faculty Advising Session, Financial Literacy Session and College Success Fair.

SNAPSHOTS

Admission Application Drive was hosted in-person for PSJA Southwest ECHS on September 30

Admission pplication Drive was hosted in-person for PSJA Collegiate ECHS on September 30

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Edcouch Elsa ECHS	09/15/2021	ISD	46
Application Drive	Sharyland AAA	09/15/2021	ISD	49
Application Drive	Edcouch Elsa ECHS	09/16/2021	ISD	28
Application Drive	PSJA ECHS	09/17/2021	ISD	125
Application Drive	PSJA North ECHS	09/17/2021	ISD	17
Application Drive	Edcouch Elsa ECHS	09/20/2021	ISD	54
Application Drive	Edcouch Elsa ECHS	09/21/2021	ISD	114
Application Drive	Rio Grande City HS	09/21/2021	ISD	103
Application Drive	PSJA Memorial	09/22/2021	ISD	54
Application Drive	Weslaco HS	09/22/2021	ISD	39
Application Drive	Grulla HS	09/22/2021	ISD	73
Application Drive	Weslaco HS	09/23/2021	ISD	37
Application Drive	Edinburg HS	09/23/2021	ISD	103
Application Drive	PSJA ECHS	09/27/2021	ISD	59
Application Drive	PSJA Memorial	09/27/2021	ISD	44
Application Drive	PSJA North	09/27/2021	ISD	31
Application Drive	Achieve ECHS	09/29/2021	ISD	132
Application Drive	PSJA Collegiate	09/29/2021	ISD	56
Application Drive	PSJA Southwest	09/29/2021	ISD	48
Application Drive	Weslaco East HS	09/30/2021	ISD	47
Application Drive	PSJA Southwest	09/30/2021	ISD	45
Registration Drive	PSJA Collegiate	09/30/2021	ISD	38
				1,342

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	Edcouch Elsa ECHS	09/09/2021	Virtual	45
College/Career Fair	Roma HS	09/22/2021	ISD	30
Student/ Parent DC Information Session	Weslaco HS	09/23/2021	ISD	20
Student/ Parent DC Information Session	La Joya ECHS	09/23/2021	ISD	200
Student/ Parent DC Information Session	Sharyland AAA	09/28/2021	ISD	10
Student/ Parent DC Information Session	Palmview HS	09/29/2021	Virtual	14
Student/ Parent DC Information Session	Rio Prep	09/30/2021	Virtual	30
Student/ Parent DC Information Session	Juarez-Lincoln HS	09/30/2021	Virtual	2
			Total	**351**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Spring enrollment:
  - Mission CISD
  - Edcouch Elsa ECHS
  - PSJA ISD
  - Science Academy
  - World Scholars
  - Weslaco ISD
  - La Joya ISD
  - Edinburg CISD
  - Valley View ECHS
  - Rio Prep ECHS
  - Hidalgo ECHS
  - Mercedes HS
  - MECA
  - Donna HS
  - Donna ECHS
  - Sharyland AAA
  - La Joya ECHS
  - Sharyland HS
  - Palmview HS
  - Donna North
  - Juarez-Lincoln
  - Thelma Salinas ECHS
  - Weslaco HS/ECHS
  - Valley ECC
  - Health Professions
  - Weslaco East
  - Academy of Health Science Professions
  - Vanguard Mozart
  - Roma HS
  - Monte Alto ECHS
  - Jimmy Carter ECHS
  - Palmview HS
  - Robert Vela
  - Edinburg North
  - Economedes HS

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
- NACEP Accreditation Peer Reviewer Meeting
- DM&I Committee Meeting
- President's Administrative Staff Meeting
- Radius Overview Meeting with CC staff
- Superintendents Leadership Meeting
- Dual Credit Leadership Meeting
- Enrollment Planning Meeting with Dean of Dual Credit
- Radius Overview Meeting with D2D Staff
- Dual Parent Outreach Meeting
- Fast Track Planning Meeting
- CRM Communication Planning Meeting
- DM&I Dual Credit Data Cleaning Meeting
- Jaguar Connection Day Planning Meeting
- NODA Conference Planning Meeting
- Marketing Meeting
- Rio Grande City ISD Counselor Session

PROFESSIONAL DEVELOPMENT

- Onboarding Training (New Staff)
- An Introduction to Gimkit
- Easy Online Video Editing
- College-Wide Professional and Organizational Development Day

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- NAH Library Fall Festival

DEPARTMENT MEETINGS AND EVENTS

- Dual Credit Programs Mexico Schools Partnership Virtual Meeting
- South Texas College "GEAR Up" Freshmen Tour Idea Sharing Meeting

RECRUITMENT

- General Information Virtual Lobby – 5 Students
- Meeting with Prospective Student – 1 Students
- Hidalgo County College Fair – Table Set Up
- Border Patrol Post Academy Orientation
- Ventanilla de Orientación Educativa (VOE)
- Nikki Rowe High School – College Presentation
- McAllen Memorial High School – Apply Texas Drive
- Robert Vela High School – Apply Texas Drive
- Weslaco East High School – Apply Texas Drive
- Edinburg High School – Apply Texas Drive
- Johnny Economedes High School – College Fair Table Set Up
- GearUp PepRally
- Edinburg North High School – Apply Texas Drive
- Edinburg North High School – College Presentation
- La Joya Police Department – Outreach Efforts
- Mercedes Police Department – Outreach Efforts
- Donna High School – Apply Texas Drive
- South Texas ISD Science Academy – Apply Texas Drive
- Sharyland High School – Apply Texas Drive
- Jimmy Carter Early College High School – College Presentation
- Juarez-Lincoln High School – College Presentation
- Academy of Health Science Profession/STEM – College Presentation
- International Dual Credit – Individual Information Session
- Colegio Mexicano International Dual Credit - Information Session
- Achieve ECHS: Open House: On the Road to College & Career Ready
- Nikki Rowe HS: Open House: On the Road to College & Career Ready

CAMPUS TOURS

- Pecan
  - Personal – 2 visitors

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

CALL CENTER

Phone Calls	
Inbound Calls	9,095 Calls

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
COVID-19 Vaccination Clinic	17316	5763	17961

Mongoose Text Campaigns			
Campaign	**#Texted**	**# Students Replied**	**# Overall Replies**
Fall 2021 All Classes Withdrawn	50	81(32%)	146
Unpaid List – HEERF eligible	33	15 (11%)	22
TxDot Spring Contract	27	4 (15%)	5

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
2440	Student Contacts, Outreach & Virtual Appointments
5631	CTE Student Contacts
15	Student & Alumni Registered on CCN
5	Student & Alumni Resumes Revised/Uploaded on CCN
19	New Employer Registered on CCN
62	Jobs posted to CCN
7	Workshops Presented
91	Resumes Reviewed Online by Employers via CCN
2752	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Advantage Healthcare Consulting, Inc. – 1 job posting
- Aircool Tech - ACT. Corporation – 1 job posting
- Arrive Logistics – 2 job posting
- Bridgestone Retail Operations, LLC. – 14 job posting
- City of South Padre Island – 5 job posting
- Cytech Heating & Cooling – 2 job posting
- Entravision Communications – 1 job posting
- Esquivel's Forwarding Agency, Inc. – 1 job posting
- Gartner – 1 job posting
- Golf Cart Crossing – 1 job posting
- IDEA Public Schools-Tres Lagos – 1 job posting
- NBCUniversal/Telemundo Rio Grande Valley – 2 job posting
- Newkirk and Newkirk, Inc. – 1 job posting
- PMG, Inc. – 3 job posting
- RE Signature Homes LLC – 1 job posting
- Scan Tech Sciences – 1 job posting
- Snelling Staffing Services – 1 job posting
- The Borgen Project – 7 job posting
- The University of Texas Rio Grande Valley – 7 job posting

- Total Computing Solutions of America, Inc. – 1 job posting
- Travco-7784 – 1 job posting
- Traya Staffing Solutions – 1 job posting
- Vaddo, Inc. – 1 job posting
- Vector Marketing – 1 job posting
- Zoho – 4 job posting

Presentations/Workshops

- Career Services Overview, Dr. Solis NAH campus visit
- Career Coach Overview, NAH advising
- Get to Know Career Services, NAH Virtual Workshop
- Build your Success with CES presentation
- Creating Your Career Portfolio & Interview for Success, Phlebotomy in class presentation
- CES Overview Presentation, New NAH Staff
- Creating Your Career Portfolio, NAH 1st Friday virtual workshop

Employer Outreach

- Region 1
- DHR
- Houston P.D.
- USBP
- Radio United
- A&G Engineering
- Hess Air Inc.
- Valley Baptist Medical Center
- I.R.S.
- H.S.I.
- Entravision
- HCA
- Hidalgo County
- Texas DPS
- Idea Public Schools
- CBP OFO
- MVEC
- Texas Department of Criminal Justice
- HoltCat
- Prime Health Care
- Aircool Tech-ACT Group
- Workforce Solutions
- AutoZone
- Vantage Bank

Employer Registrations

- Golf Cart Crossing
- Health Care Unlimited, Inc.
- HEMMANUEL PHARMACY LLC
- IDEA Public Schools-Tres Lagos
- NBCUniversal/KTLM Telemundo 40
- R&D Molders, A Lomont Molding Company
- RAYUS Radiology
- RE SIGNATURE HOMES LLC
- RGV Adult & Internal Medicine Specialists
- Ricardo A Rodriguez, Attorney at Law
- Scan Tech Sciences
- Snelling Staffing Services

- South Texas Community Living Corporation
- The Medicare Store
- Sun Loan Company
- The University Of Texas Rio Grande Valley
- Traya Staffing Solutions
- Trevino's Digital Photography, Inc
- Zoho

Coordination of Upcoming Events

- NAH Welcome Week
- NAH Fall Programing
- Fall 2021 Threads Career Closet Initiatives
- Respiratory Therapy in class presentations
- Fall 2021 open workshops
- CTE Tech welcome week event
- CES is planning for the upcoming STC Fall 2021 Career Expo.
- CES is planning for the upcoming 2021 Career Exploration Day

MEETINGS AND MISCELLANEOUS INFORMATION

- Assisted ZOHO, a multinational software company, with STC student/alumni recruiting efforts.
- Prepared and completed the Carl Perkins Basic Final Report for fiscal year 2021.
- CES continues to monitor the Interview Stream platform for maintenance issues.
- Coordinated with PR to create a flyer for the STC 2021 Career Expo.
- CES staff attended the City of McAllen Job Fair at the McAllen Convention Center.
- Consulted with RGV Hispanic Chamber of Commerce regarding the creation of internships within their organization.
- CES director prepared and completed staff performance appraisals.
- Attended President Meet & Greet at NAH campus.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- Met with Bachelor Degree Nursing Program to discuss CES overview, appointment guidelines, and share resources to assist ADN to BSN student applicants.
- CES continues to provide workshops for Interview Stream use and navigation.
- Met with CES Director and Technology to discuss Carl Perkins reporting period, deadlines, and updates.
- CES staff participated in Sharyland ISD CTE Advisory Committee meeting.
- Compiled Carl Perkins Time on Task documentation data and reporting certification for the biannual report deadline in collaboration with the Technology Specialist.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Finalized and submitted CTE/NAH events and activities to NAH Perkins Liaison - for August 2021.
- CES coordinated with vendor for the roll out and launch of the IGrad platform on the CES website.
- Updated NAH campus signage to promote Fall 2021 workshop schedule.
- CES director prepared and completed staff performance appraisals.
- Met with NAH advising team to provide Career Coach overview and demo.
- Continuing to research work safe event strategies to support the Fall 2021 Career Expo.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Participated in NAH campus Welcome Week, promoting CES services, platforms, events, and workshops.
- Conducted outreach to promote CES at NAH, reaching 1,856 students.

- Met with Health Information Technology faculty to discuss workshops, in class presentations, and future collaborative projects.
- Met with representatives from MRG Medical to discuss training/employment opportunities.
- Presented an overview of CES services and platforms to College Success for Healthcare and EMT students.
- Outreached CTE Automotive/Diesel groups for employment opportunities via CCN online job board
- Outreached Computer Science Faculty/Staff for National Security Agency (NSA) hiring event.
- Attended welcome week at the Technology campus, providing informational table of CES services available for students
- Outreached Automotive students/alumni for CTE workforce opportunity via Online Job Board (CCN)
- CES staff met individually with Director for staff evaluations.
- Participated in the OTA Poster Session and provided and Overview of CES services and platforms.
- Created NAH Career Readiness flyer.
- Met with representatives from Healthcare Unlimited to provide an overview of Employer Services, discuss employment opportunities, and assist with CCN registration.
- Printed flyers and prepared materials for upcoming NAH Library Open House event.
- Signed up for College Wide Professional Development Day and breakout sessions.
- Compiled and submitted additional data and reporting for Carl Perkins.
- Outreached Automotive students/alumni for CTE workforce opportunity via Online Job Board (CCN)
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Participated in NAH Library Fall Open House by hosting a CES informational table (promoting workshops, career expo, services/platforms).
- Created flyer for Fall Finals Week activities/events.
- Participated in 2021 College Wide Professional Development Day and afternoon breakout sessions.
- Conducted outreach to HVAC for potential CTE employment opportunity via Online job board (CCN)
- Promoted CES Fall Workshops via CES social media pages and to 9,588 students registered on College Central Network.
- Presented and overview of CES services and platforms to new NAH staff.
- Met with representatives from Harlingen Medical to provide an overview of CES and assist with Career Expo registration.
- Presented on Resumes, Cover Letters, and Interviewing Skills to Phlebotomy Fall 2021 cohort.
- Facilitated NAH First Friday virtual workshop, Creating Your Career Portfolio.
- Compiled CES student contact data in collaboration with Technology Specialist.
- Created messaging to promote Marketing Edge – Virtual Student Career Forums
- CES staff attend Business & Tech division meeting
- Outreached CTE Automotive groups for employment opportunities via CCN online job board
- Create CES marketing imaging for Faculty/Staff and CES social media platforms for Webinar Forum for students
- Created, Updated Survey link, signage, flyer for upcoming open workshop
- CES Director is coordinating with iGrad and STC Public Relations to design the website incorporating the iGrad program link into the financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, to hear a presentation from TESLA regarding new initiatives and to gain insight of industry needs.
- CES coordinated with the STC Business Office and STC PR to finalize the registration URL for employers to participate in the upcoming STC 2021 Career Expo.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.

- Reviewed COVID-19 campus safety protocol updates, work safe guidelines, and recommendations.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended the Fall 2021 NAH Division Meeting.
- Attended CES staff meeting discussing fall events, staff updates, and projects.
- Researching work safe event strategies to support the Fall 2021 Career Expo.
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- Reviewed *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- 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.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- 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.
- Inspected CES MVC office space and career center.
- 19 student resume revision via CCN, 2 student outreaches via phone

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Student Rights and Responsibilities attended IOA Webinar: Understanding the New IOA Standards
- The Office of Student Rights and Responsibilities attended Professional Development.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for High School Programs.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for Dual Enrollment Academies Workshop Presentation for Juniors.
- The Office of Ombuds conducted Dispute Resolution Student Academy presentation "Understanding Individual Differences"
- The Office of Ombuds conducted Dispute Resolution Student Academy presentation "Learning to Listen"

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities attended IOA Webinar: Understanding the New IOA Standards
- The Office of Student Rights and Responsibilities attended Professional Development.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for High School Programs.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for Dual Enrollment Academies Workshop Presentation for Juniors.
- The Office of Student Conduct is processing Staffing Plan Position Change Request for Student Conduct Specialists.

BEHAVIORAL INTERVENTION TEAM

- The Office of Student Rights and Responsibilities attended IOA Webinar: Understanding the New IOA Standards
- The Office of Student Rights and Responsibilities attended Professional Development.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for High School Programs.
- The Office of Ombuds conducted presentations on Overview of the Office of Student Rights and Responsibilities for Dual Enrollment Academies Workshop Presentation for Juniors.
- The Office of Student Conduct is processing Staffing Plan Position Change Request for Student Conduct Specialists.

- Welcome Week Day 1 (Technology)

987
People Reached

69
Engagements

Boost Post

- Triathlon (Starr County)

1,024
People Reached

58
Engagements

Boost Post

- Welcome Week Day 2 (Technology)

571
People Reached

28
Engagements

Boost Post

- Welcome Week (Mid-Valley)

1,240
People Reached

181
Engagements

Boost Post

- Welcome Week Day 1 (NAH)

- Welcome Week Day 1 (Pecan)

- 9/11 Remembrance Ceremony (Pecan)

- Patriot Day (Mid-Valley)

- Welcome Week Events (Starr County)

- Welcome Week Day 2 (Pecan)

- National Coloring Day (Technology)

731
People Reached

34
Engagements

Boost Post

1,524
People Reached

91
Engagements

Boost Post

- Mexican Independence Day Celebration Day 1 (Technology)

762
People Reached

72
Engagements

Boost Post

- Welcome Week Day 2 (NAH)

1,028
People Reached

118
Engagements

Boost Post

- Fiesta Mexicana Day 1 (NAH)

671
People Reached

54
Engagements

Boost Post

- Club Fair (Pecan)

621
People Reached

33
Engagements

Boost Post

- Mexican Independence Day Celebration Day 2 (Technology)

- Hispanic Heritage Month (Mid-Valley)

- Fiesta Mexicana Day 2 (NAH)

620
People Reached

65
Engagements

Boost Post

- DONUT Forget to Sign Up! Get the Best College Experience (Starr County)

658
People Reached

52
Engagements

Boost Post

- 16 de Septiembre Event (Starr County)

- Constitution Day Celebration (Technology)

- 16 de Septiembre Celebration (Pecan)

- Jerry's Miniature Golf Day (Technology)

- National Chocolate Milk Day (Technology)

2,052
People Reached

176
Engagements

Boost Post

- Coffee Day (Technology Campus)

640
People Reached

50
Engagements

Boost Post

- Mid-Valley Mini Library Fall Festival (Mid-Valley)

747
People Reached

57
Engagements

Boost Post

- Library Fall Festival (NAH)

1,173
People Reached

136
Engagements

Boost Post

- It’s a Brew-tiful Day for some coffee (NAH)

- Picasso Paint Off (Pecan)

- CaféOke (Pecan)

- Student Government Association (District Wide)
- Student Leadership Academy (District Wide)
- Triathlon Bean Bag Toss, Football Toss, Frisbee Throw Contests (All Campuses)
- Madden 22 Video Game Tournaments (All Campuses)
- Coed & Women's Volleyball Leagues (Mid-Valley)
- Coed, Men's and Women's 7v7 Flag Football Leagues (Pecan)
- Intramural Sports Promotion Tables (All Campuses)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Constitution Day Kahoot Trivia (Online)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 0
Referrals for Student Accessibility Services: 17
Referrals for Counseling Services: 68
Counseling Email Inquiries: 115

Counseling Services

September 2021					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Academic Probation and Academic Suspension	40	10	59	8	7
Mental Health Counseling	50	29	227	1	41
Academic Advising	26	20	93	9	7
Career and Transfer	6	1	1	2	0
Special Programs, COVID-19 Contacts, Other	1	3	172	0	2
Total	123	63	558	20	57

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
- Review, refer and respond to Counseling Department Emails
- Weekly Interpreter Meetings
- Individual Meetings with UTRGV MSW Interns
- College Safety Committee Meeting
- Behavioral Intervention Team Meeting
- Mental Health Intervention Unit Meeting
- UNIDAD Coalition Planning Meeting
- Individual Performance Appraisal Review Meetings
- Testing Accommodations Process Meeting
- Mental Health Summit Practice Meeting
- Pharr Mental Health Alliance Meeting
- PATH Conference Meeting
- Perkins V FY22 Local Plan and Evaluation Meeting
- President Tour
- Meeting with Timely MD
- UNIDAD Coalition Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

Workshops:

- Managing Stress & Anxiety
- Public Speaking Anxiety
- Pregnant and Parenting Self-Disclosure
- Improving Your Self-Esteem
- So Many Responsibilities, So Little Time
- Adjusting to College Life
- The Importance of Good Communication
- Maintaining a Work Life Balance

Presentations:

- Laughter Yoga for Veteran Affairs Mental Health Summit

Events:

- Fall Festival with Library Services.
- Self-Care Series #1 for CSAS Staff

PROFESSIONAL DEVELOPMENT

- College-Wide Professional Development

STUDENT SUCCESS SPECIALIST ACTIVITY REPORT	
Type of Service	**Number of students**
Interpreter requests	25
Interpreter requests filled	25
Interpreter requests denied/canceled	0
Contacts with SAS Students	63
Assist Students in Registration Process	23
Mass emails to CSAS Students/faculty/community	3
Additional Services	**Number of services/interns/interpreters**
Assign Cases to Counselors	108
Observing part-time Interpreters	4
Professional Development	0
General Interpreter/Community Meetings	0
Total	**251**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 1,926 contacts with students were conducted by Academic Advisors and PASS Program Advisors in September 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
  - Advising Staff Appraisals were completed and submitted to HR
  - Participated in ongoing testing of the new Degree Works in testing and in-production and provided feedback and assisted with troubleshooting any issues that arose
  - Developed IE Plan objective addressing Advising of FTIC students and adequate student to advisor ratios
  - Advisors participated in the Texas A & M Corpus Christi Counselor & Advisor Update
- **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 Fall training series
  - Developed IE Plan objective addressing Faculty Advising
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** planning schedule and presentations for training; recruited participants (teachers, administrators, counselors) from K-12 partners throughout STC District;

- **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 mentors; gathered data and completed annual report for submission to THECB

- **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;
  - Updated job descriptions to reflect PASS Program reorganization
  - Distributed any remaining books for the semester
  - Held PASS Staff Meeting to review projected new expenditures for remaining of fiscal year for childcare and instructional supplements
  - PASS Program Staff Appraisals were completed and submitted to HR
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact including meetings with Grants Office on Perkins V FY2022 application, staff reorganization, and FY2021 Virtual Site Visit institutional response
  - Maintained contact with SAEM Directors for completion of SAEM FY2021 Perkins V Final Report
  - Completed and finalized SAEM Perkins V Final Report for FY2021
  - Met with Division Departments that house Perkins V funded staff to review the FY2022 application, local plan, and evaluation plan so that all areas are familiarized with the activities that must be completed this fiscal year
  - Director participated in the National Alliance for Partnerships in Equity Institute organized by Temple College as part of the Perkins V work Colleges are doing with special populations students

PARTICIPATED IN THE FOLLOWING

B. Participated/Working on the Following:

- **Guided Pathways** – Director serves as Co-lead and participated in webinar held Texas Success Center to review prepare for the Guided Pathways Institute to be held in November in Dallas, TX

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; provided professional development for advisors and faculty advisors; Maintained continued contact with Institutional Effectiveness and Research Analytical Services to develop/update Comprehensive Operation Plan, worked with QEP Assessment Team to develop list of students to transition and provided list to Academic Affairs; met with SACSCOC Liaison; met with Achieving the Dream Coach and with small groups focusing on enhancing the MAP Roadmap Communication Plan beginning with College Connections to FYC to Advising/QEP/MAP.

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: OCTOBER 20, 2021

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2021 THROUGH SEPTEMBER 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 or Attended meetings or discussions on the following items:
  - <u>Business Office:</u>
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Board work session Accounts Receivable presentation with Accounting Group Manager.
    - Budget and Staffing Plan review with Comptroller and Budget Manager.
    - Deferred Revenue on HEERF Funds with Associate Comptroller and Budget Manager.
    - Fiscal Year 2021-2022 Budget status and pending items with Comptroller and Budget Manager.
    - Foundation meeting with Comptroller and Associate Comptroller.
    - HEERF III Funds meeting with Comptroller.
  - <u>Accountability, Risk, and Compliance:</u>
    - COVID-19 matters meeting with Director of Accountability, Risk, and Compliance.
    - Incident Reporting review with Director of Accountability, Risk, and Compliance, Risk Manager, Director of Facilities, Operations and Maintenance, and Environmental Health and Safety Manager.
  - <u>Human Resources:</u>
    - Analysis review meeting on Trends for Enrollment with Director of Human Resources.
    - Job Recruitment using the College's social platforms meeting with Director of Human Resources and Assistant Director of Human Resources.
    - Office of Human Resources department staff meeting with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - <u>Facilities Planning and Construction:</u>
    - Construction funds approval changes with Comptroller, Director of Purchasing, and Director of Facilities Planning and Construction.
    - Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.

- Future Facilities needs review with Director of Facilities Planning and Construction.
- Master Unexpended Plant Fund Budget and R&R reports with Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.

- Purchasing:
  - Fundraiser contract meeting with Director of Purchasing.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- COVID-19:
  - College-Wide Safety Committee meetings to discuss various matters.
  - Face Masks use in classrooms meeting with COVID-19 Prevention and Response Manager, Director of Accountability, Risk, and Compliance, and Chief of Police.
  - 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 review with Director of Human Resources and Institutional Equity Manager.
  - Title IX Employee and Student cases discussions with Committee.
- Other Meetings:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board items and content agenda with Administrative Specialist for Board Relations.
  - College Murals discussion with Chief Assistant to the President.
  - College-Wide Professional Development Day.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Dance programs and Continuing Education matters with Assistant VP for Academic Advancement.
  - Deposition meeting with involved parties.
  - Diligence Rating Calls on STC District Limited Tax Refunding Bonds, Taxable Series 2021.
  - Finance Committee notes review with FAS Office Staff.
  - Future Facilities needs meeting with President, Vice-Presidents, and Administrators.
  - HEERF III pre-approval form process meeting and discussion with Grants and FAS Division personnel.
  - IE Plan and COP for FAS with FAS Administrative Officer.
  - Kinesiology, Dance, and Cosmetology programs discussion meeting with President and Vice-Presidents.
  - Mask requirement issues with Legal Counsel.
  - Moody's Rating Call on STC District Limited Tax Refunding Bonds, Taxable Series 2021.
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with Institutional Equity Manager.
  - Office of the Vice President for Finance and Administrative Services staff meetings.
  - Overview of several matters with the Executive Assistant to the President regarding items for the President.
  - Parking Lot matters with Chief of Police.
  - Policy review with Institutional Equity 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, FAS Administrative Officer, and FAS Reporting Coordinator.
  - President's meeting on pending procedure updates and Administrative Building Plans.
  - President's Open Forum and Stakeholder Luncheon at Mid-Valley Campus.
  - President's Welcoming Tour at Pecan, NAH and Technology Campuses.
  - Projects review with FAS Administrative Officer.
  - Public Hearing and Special Board Meeting.
  - Public Information Request review with Legal Counsel.

- Reviewed several matters including Board packet with College President, Chief Assistant to the President, and Board Liaison.
- S&P Rating Call on STC District Limited Tax Refunding Bonds, Taxable Series 2021.
- SASCOC Verification visit discussion.
- SB 212 Fourth Quarter and Annual Reports review with Institutional Equity Manager.
- TACCBO Officers meeting.
- TACCBO Treasurer transition discussion meeting.
- Temporary Agency employee interview for FAS Support Specialist position.
- THECB Community and Technical Colleges Formula Advisory Committee meetings
- UV Air Filters for air handlers with the President.
- Various legal matters with Legal Counsel.
- Vice-President's breakfast meeting to discuss various matters.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - Government Finance Officers Association (GFOA) Evaluating Internal Controls virtual webinar.
  - Public Funds Investment (PFI) virtual training.
  - RGV CPA's Red Flags of Fraud & Ethics for CPA's in Weslaco, TX.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office:</u>
    - Budget and Staffing for FY 2022.
    - Expenditure Budget Analysis.
    - HEERF III Use of Funds Report & Expenditures.
    - HEERF Process review.
    - Student Uncollectible Report.
  - <u>Human Resources:</u>
    - Human Resources Processes Improvement Plan.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates.
    - Library New Plans.
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>COVID-19:</u>
    - COVID-19 Campus Safety Protocols.
    - COVID-19 Face Masks Distribution review.
    - COVID-19 Safety Protocols review.
  - <u>Title IX:</u>
    - Title IX Case Review and Follow-ups.
    - Title IX Case(s) referred to Office of Student Rights and Responsibilities.
    - Title IX Employee & Student cases.
    - Title IX Policy and Procedures review.
  - <u>Other:</u>
    - Activity Report for Board – September.
    - Air Purifier Purchases Requirement for DOE.
    - Board Accounts Receivable Presentation review.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Bond Refunding POS review of Due Diligence questions for call.
    - Budget Hearing Agenda item review.

- Budget Transfer approvals.
- COC Meeting agenda.
- Compensation Report for Directors.
- Composition of Hiring Search Committee notice.
- Credit Rating Calls preparation.
- FAS Department IE Plan.
- FAS Keynote on Start of Semester.
- FAS Office Procedures review.
- FAS Organizations Reconciliations.
- Finance & Facilities Committee Agenda items review with the President.
- Future Facilities Needs meeting preparation.
- HAU Survey Review.
- Headcount and Credit Hour Report.
- Hiring Packets Review and Approvals.
- Institutional Equity Office Functions review.
- Message from the President preparation.
- Plant Funds Expenditure Approvals.
- President's Meeting Backup Documents.
- President's Onboarding Items and Staffing Requests.
- President's Space Layout review.
- Public Information Requests.
- Request for Qualifications (RFQ) for College Bond Counsel.
- Request for Qualifications (RFQ) for College Legal Counsel.
- Review and Approval of Documents.
- SB 212 Quarterly Report.
- Social Media Job announcement review.
- Tax Abatements review.
- Time Clock Plus (TCP) approvals.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>September</u> Finance, Facilities, and Board meetings on the following items:
    - Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B
    - Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work
    - Authorization to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building
    - Proposed Changes to the Design of the Pecan Campus Library Building F Expansion and Renovation Project
    - Additional Design Services from ERO Architects for the Pecan Campus Library Building F Renovation and Expansion Project
    - Authorization to Proceed with Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects
      A. Technology Campus Exterior Solar Panel Structure
      B. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
      C. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting

D. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure

- Authorization to Proceed with Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects
  A. Pecan Campus Resurfacing of East Drive
  B. Pecan Campus South Academic Building J Generator Replacement
  C. Nursing and Allied Health Campus NAH East Building A Generator Replacement
- Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project
- Update on Property Insurance Claim for Mid Valley Campus South Academic Building H
- Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services
- Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022
- Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed to the College
- Mission Economic Development Authority (MEDA) Scholarship Fund Awards
- Award of Proposals, Purchases, Renewals, and Contract Extension
- Lease/Rental Procurement of District-Wide Copiers
- Assignment of Bank Depository Services Contract from BBVA to PNC Bank
- Revise Policy #4520: Compensation for Overtime
- Revise Policy #5320: Preparation and Processing Of Budget Changes
- No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award
- Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020
- Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021
- Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

▪ Started working on the following items for <u>October</u> Finance, Facilities, and Board meetings:

- Authorization to Proceed with Solicitation of Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
- Contracting Architectural Services for the Mid Valley Campus and Starr County Campus Workforce Program Projects
- Contracting Architectural Services for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
- Approval of Proposed Change Order for the following projects:
- Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- District Wide Deferred Maintenance of Roofs at the Mid Valley Campus
- District Wide Deferred Maintenance of Roofs at the Nursing and Allied Health Campus
- Substantial Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
- Architectural Fee Adjustment for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project
- Award of Proposals, Purchases, and Renewals
- Solicit Dining and Food Truck Services
- Revise Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited
- Revise Policy #4306: Vacation Leave Accrual
- Revise Policy #5120: Investment Policy and Investment Strategy Statement
- Revise Policy #5226: Contracts
- Review and Recommend Action to Delete Policy #5213: Voluntary Participation in the State of Texas Purchasing Program, Delete Policy #5225: Authorization for the President to Award Contracts After

Informal Bidding for Expenditures of Up to $10,000 and Purchasing Procedures for Personal Property and Public Works, and Revise Policy #5210: Purchasing
  - Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools
  - Use of HEERF Funds Reports
  - Texas Association of School Boards Compensation Study
- Finance and Administrative Services Administrative Officer worked on the following items:
  - Completed the Finance and Administrative Comprehensive Operational Plan and gathered the Comprehensive Operational Plan for the rest of the departments within the division.
  - Gathered the information/documentation needed for VP Mary's meeting with the President.
  - Gathered information relating to the HEERF.
  - Created COVID-19 reporting process map.
  - Input the daily COVID-19 cases into the STC website. Dating from June 2020 to September 2021.
  - Overtime reduction analysis.
  - Creating Magic/Donation website.
  - Assisted FAS Project Manager with Gun Law Keynote.
  - Update policies for Board: 5320 (Budget Changes), 4520 (Overtime).
  - Assisted FAS Project Manager with the modifications for the Purchasing Presentation.
  - Participated in Professional Development Day.
  - Assisted with the VP's email management.
  - Worked on the Tuition and Fee comparison between South Texas College and other colleges.
- Project Manager worked on the following items:
  - Attended a software demo on Board Book.
  - Attended the Coordinated Operation Council (COC) meeting and finalized meeting notes.
  - Attended the Future Facilities Needs meeting to discuss future construction projects and prepared supporting documentation.
  - Attended weekly meetings at the Business Office to finalize the 2013 Bond Construction Program files with the Accounting Group Manager.
  - Coordinated with Facilities Planning and Construction to obtain estimates on future construction projects and update the Five-Year Comprehensive Plan for Capital Improvements Projects accordingly.
  - Finalized the Frozen Position Report with additional requests.
  - Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
  - Prepared and finalized President's Cabinet meeting packet.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
  - Reviewed and worked with Account Receivables and the Purchasing Departments to finalize the presentations for the Board Work Session.
  - Updated the board write-up regarding approval of the request for proposals (RFP) for food services vendors to be presented at the October Board Meeting.
  - 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.
  - Worked with Graphic Designer, Department of Public Safety, and Facilities Operation & Maintenance on distributing Socially Distant flyers and Safety Protocols QR Code flyers.
  - Worked with the Business Office and Department of Public Safety drafting board agenda item regarding the credit reimbursement and contract amendment with the Lower Rio Grande Valley Development Council.
  - Worked with the Department of Public Safety on developing a keynote memo regarding updates to Texas Campus Carry Law.
  - Worked with the Division Directors to provide a written justification in requesting to unfreeze positions.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Banner User Group (BUGs)

- Bond 2013 closing reports with Vice President of Finance and Administrative Services-Project Manager
- Cash Management interviews
- Creating Magic end of year transferring of funds received to the scholarship fund with General Accounting Accountant
- Deferred revenue entry with Vice President of Finance and Administrative Services
- Disciplinary meetings with Cashier staff
- Finance Committee Meeting
- Financial statement with Comptroller and Cash Management manager
- Foundation meeting with Comptroller and Vice President for Finance and Administrative Services
- Grant set up forms with Comptroller and Executive Director Resource Development Management and Compliance.
- Kick off meeting for Accounts Payable automation system
- Leases and plant fund activities with Construction Accountant
- Manager meeting with Accounting Group Managers
- Performance appraisal and job description with Budget Maintenance Manager
- Prepaid journal entries with Accounts Payable staff
- President's Administrative Staff (PAS)
- Record retention for Grant journal entries with Business Office staff
- Tax recap report with Business Office Tax Accountant
- Texas Retirement System (TRS) journal entries with Payroll Manager
- TimeClock Plus (TCP) testing environment with Information Technology
- Weekly performance plan follow-up with Cashier staff
- Year-end procedures with Information Technology and Accounts Receivable
- Trainings or Webinars:
  - What's new from GASB webinar
  - College-Wide Fall 2021Professional and Organizational Development Day

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on August 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 automation project
  - Grant proposal questions with Spec Asst to the President CE

Bank No.	21-Sep
01 E&G	253
01 Direct Deposit	83
03 Student	13,530
12 I&S Taxes	-
16 I&S Bond	-
17 Plant	2
17 Direct Deposit	1
31 Virtual Card	268
32 AP Card	2
37 Unexp-LT Bond Series 2015	-
38 Unexp-LT Bond Series 2014	-

- Budget and Reporting:
  - Current Year and Projected Revenues and Expenditures for the Comprehensive Plan

- FY 2020-2021 Budget Amendment Books
- FY 2021-2022 Budget Excel files for Online Posting
- FY 2021-2022 Final Public and Non-Public Budget Books
- FY 2021-2022 Tuition and Fee Census Reports
- Legislative Budget Board Disaster Federal Funds
- South Texas College credit rating with Vice President for Finance and Administrative Services

- Accounts Receivable / Financial Aid Accounting:
  - Student Receivable and Reports
  - Student Debt Discharge
  - Board workshop presentation
  - Deferred revenue
- Cash Management/ Special Projects/ Office Support:
  - Submitted various audit items for interim audit
  - Chiller and renewal replacements call with Facilities, Planning and Construction and Facilities Operations & Maintenance staff
  - Compiled information for Disaster Federal Funds Submission (ABEST)

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	10	259
01 Direct Deposit	7	73
02 Payroll	6	139
02 Direct Deposit	4	2,214
03 Student	6	13,530
12 I&S	0	0
16 I&S	0	0
17 Plant	1	2
17 Plant Direct Dep.	1	1
38 Bond Series 2014	0	0
Totals	35	16,218

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	19
Bank Transfers between Bank Accounts	48
Wire Transfers for Benefits, New Investments, and International	5

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 84 board and management reports and staff continues to work on monthly reconciliations and monthly reports.
  - Bond refunding items
  - Creating Magic fundraising fund to the Creating Magic Scholarship Fund and to update and reconcile the Claim on Cash balance

- FY 2021-2022 Lower Rio Grande Valley Development Center (LRGVDC) Budget and provided the information for a new motion
- Journal entries for external auditor
- Lower Rio Grande Valley Development Center (LRGVDC) motion on credit reimbursement
- Performance appraisals submitted to Associate Comptroller
- Preliminary official statement for Refunding of Bond 2015
- Premium Capital Appreciation Bond entry
- Prepared a list of Scholarship funds for Vice President of Finance and Administrative Services-Administrative Officer
- Visio flow chart for Truth in Taxation

Duties	**Total**
Approval - Requisition queues	93
Audit - Prepare audit reports	6
Audit - Review audit report	5
Bank - Approve and/or initiate bank's ACH, wire, book transfers	1
Bank - Download bank info. for bank reconciliations	1
Bank - Download daily bank info. formatted, and email them to specified staff	126
Bank - Processed Stop Payments including stale-dated checks	164
Budget - Review Construction budget transfers	23
Check - Verification of checks for AP / Payroll / Student	30
Check - Provide a copy of cashed check to AP/Payroll	10
Checks Returned- Disbursed to student/staff/vendor	217
Checks Returned - Logged and Filed the returned checks by mail	249
Checks - Stale dated letters mail-hours used to search for updated address	4.5
Checks - Stale-dated checks list prepared	4
Checks - stale-dated letters mailed	229
Checks - stale-dated letters returned and logged	27
Donations - telephone calls received - FOAP questions	98
Emails - received and viewed/read	1,116
Emails - Initiated and/or responses to emails	837
FOAP - Changed financial manager	16
FOAP - Created including Activity codes and FOAP updates	45
FOAP - provided for deposits and/or other depts requesting info.	10
IDT's - reviewed	16
IDT's - Submitted for posting	15
Invoices - and Encumbrances reviewed	28
Journal Entries - Copies requested	23
Journal Entries - Filed and Organized including labeling	1,660
Journal Entries - Hours used to filed and organized including labeling	4
Journal Entries - Hours used to Log Scanned JE	54

Duties	Total
Journal Entries - Hours used to for scanning	37
Journal Entries - Hours used to prepare documents for scanning	8
Journal Entries - Logged	1,555
Journal Entries - Posted Transactions processed	6,866
Journal Entries - Posted to GL including FUPLOAD	1,116
Journal Entries - Prepared	133
Journal Entries - Reviewed	167
Journal Entries - Number of JE scanned	1,555
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	2
Meetings - General Accounting Department Review meeting	5
Meetings - Met with internal and external departments. Entities	8
Positive Pay - Exceptions researched/verified (quantity)	34
Positive Pay - Submitted and/or Exceptions approved (quantity)	34
Reports - Prepare Bank reconciliations	8
Bank - Prepare daily deposits	24
Report - Prepare LRGVDC report and compile backup	2.5
Requisitions - Prepare requisitions	5
Reports - Download/Save Hours used to download 14 Monthly Reports	1.5
Reports - Download/Save Daily General Ledger reports	165
Professional Development - hours - Attended	32.5
Report - Reviewed Board and Management Reports	133
Requisitions - Review requisitions	1
Special Project - Review POS (hours)	53
Special Project - Copies of banner screen for certain fund codes	594

Description	September-21
General Journal Entry (Intra-Fund) (JE 15)	317
General Journal Entry (Inter-Fund) (JE 16)	101
Cash Receipts (CR 05)	653
Encumbrance Liquidation (E032)	9
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	14
Misc. Receipt Payments (CA10)	2

General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with Fall 2021 questions
  - Fall 2021 questions for the Fall 2021 census day of September 8, 2021
  - Fall 2021 questions for installment due date of September 20, 2021
- Payroll and Position Control Departments:
  - Texas Retirement System (TRS) pension journal entries

Payroll Processes for the Month Ending September 30, 2021	
Payroll Re-issue Processed	4
Payroll Cycles	4
Payroll Checks & DD	2,678
TimeClock Plus Access Forms Processed	81
Number of Employees with OT reviewed for OT Memos	306
NOEs Approved	1,135
Salary Budget Transfer Forms Processed	34

Payroll Processes for the Month Ending September 30, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,964	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	385	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 8/16 - 8/31) SR17	176	Salaried	1
(Waged 09/01 - 09/15) SR18	220	Waged	1
Regular (Salaried: September) MR09	3,384		
Supplemental (Salaried: August) MS08	310	**Void Checks Processed**	
		Salaried	2
NOE's Approved		Waged	2
Approved NOE's	1135		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	95	Waged	2
Salaried	2,391		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	34
FLAC	866		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	20	Salaried	0
Waged	255	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	13	Salaried	0
Salaried: MS08	8	Waged	0

Payroll Processes for the Month Ending September 30, 2021			
Salaried: MR09	41		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	90
Waged	0	Total Net	$206,528.96
(Waged:)	7		
Liabilities Processed			
ORP	11	Waged	47
Annuity	12	Total Net	$13,904.40
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	2,185
IRS Levy	0	Total Net	$5,181,866.50
Withholding & FICA	4		
Met Life	1	Waged	356
Legal Judgement	1	Total Net	$120,385.98
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	4		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Meeting to discuss South Texas College Clery Geography leased at the La Joya Jimmy Carter Early College High School with school's administrator.
- Conference call to discuss the 2021-2022 agreement between Lower Rio Grande Valley Development Council (LRGVDC) and South Texas College Transportation with LRGVDC Administrator and Police and Transportation Services Manager.
- Meeting to discuss the Clery and Violence Against Women Act (VAWA) processes with the South Texas College Title IX & Equity Manager and South Texas College Department of Public Safety personnel.
- Meeting to discuss Department of Public Safety (DPS) Institutional Effectiveness 2021-2022 Objectives with DPS Police Lieutenant and Sergeant.
- Hidalgo County 6th Annual No Refusal Weekend Press Conference with Hidalgo County District Attorney and other Law Enforcement Administrators from the Rio Grande Valley.
- Teams Safety Committee Meetings to discuss safety protocols with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Teams Coordinated Operating Council Meeting to discuss the revised library expansion/renovation and the COVID-19 safety protocols with campus administrators district wide.
- Teams Meeting to discuss a revision to the 2021-2022 Interlocal Agreement with Lower Rio Grande Valley Development Council (LRGVDC) personnel.
- Teams Safety Committee Meetings to discuss the mask distributions and other safety protocols with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Teams Behavioral Intervention Team (BIT) meeting to discuss threat assessment on four cases with other college personnel campus district wide.

- Zoom Virtual National Campus Safety Awareness Month two half day Summit to discuss Clery Act processes.
- Conference call with South Texas College (STC) Public Relations regarding the National Campus Safety Awareness Month and the safety measures our Department of Public Safety have in place to keep STC college stakeholders safe.
- South Texas College 9/11 Remembrance Ceremony (20 Years Later) at the Pecan Campus by Flag-Pole Area North of Building K.
- Meeting to discuss several department operation topics with Department of Public Safety Police Lieutenant and Sergeant.
- Finance Committee Board Meeting regarding motion to accept a reimbursement from the Lower Rio Grande Valley Development Council for FY2021 Summer Session Transportation and The Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fiscal Year 2021-2022.
- Fall 2021 Graduation Commencement Meeting to discuss graduation logistics with Directors Campus District Wide.
- Regular Board Meeting regarding the Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and Reimbursement from LRGVDC for the suspension of services for the FY2021 Summer Session.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Reviewed incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).
  - Identified reports that will be included on the Annual Security Report Clery Statistics.
  - Referrals sent to Office of Student Rights and Responsibilities, Counseling, Risk Management, and Human Resources.
  - Open records requests.
- Surveillance Cameras:
  - Surveillance Camera Maintenance.
  - Started FY2022 camera repair/replacement projects campus district wide.
- Training:
  - Evacuation Drills at Starr Campus Building F, Pecan Campus Building Y and Mid Valley Campus Building H.
  - Updated the Automated External Defibrillators (AED) processes as required by the 87th Texas Legislature Senate Bill 199.
  - Several office staff attended the National Campus Safety Awareness Month Virtual Summit.
  - Conducted CPR/First Aid/AED trainings.
  - Firearms proficiency training for police officers.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved times on Time Clock.
  - Approved leave requests on Time Clock.
  - Updated police officer job description.
  - Submitted position request to Human Resources for police officer vacant position and security guard vacant positions.
  - Completed performance evaluations.

- Purchases and Repairs:
  - Maintenance on police, security, and transportation vehicles.
  - Maintenance on gators.
  - Transportation Vehicle Inspections.
  - Reviewed and approved requisitions.
- Shuttle Buses and Parking:
  - Mailed out 2,290 parking permits and issued over 1,500 temporary parking permits.
  - Started parking enforcement.

- Completed reservations for 37 parking events.
- Re-opened crosswalk at Pecan Campus.
- Worked on a committee to select parking software.
- Addressed parking concerns by a college stakeholder.
- Amendment for services not rendered on the Summer 2021 Transportation Agreement between South Texas College Transportation and Lower Rio Grande Valley Development Council (LRGVDC).
- Submitted monthly transportation reports to Valley Metro Transit: ridership report, trip log report, and driver manifest.
- Created Jag Express Brochure.

- Other:
  - Printed and posted COVID-19 Safety Protocol Message Signs Campus District Wide.
  - Ordered and distributed masks for students Campus District Wide.
  - Replaced old COVID-19 Safety Protocols Signs Campus District Wide.
  - Posted Signs and assisted on traffic control for a COVID-19 Vaccine Clinic at Pecan Campus.
  - Traffic control/parking for the South Texas College Presidential Welcome Tour at the Pecan and Nursing Campuses.
  - Keynote message regarding the 87th Texas Legislature House Bill 1927.
  - Reviewed the 2021 Annual Security Report.
  - Reviewed the 2020 Clery Statistics.
  - Finalized 2021 Clery Annual Security Report and uploaded to Department of Public Safety website.
  - Locked in 2020 Clery Statistics electronically with Department of Education.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Lower Rio Grande Valley American Institute of Architects Building Communities Conference
- College Wide Professional Development Day.
- Coordinated Operations Council meeting
- District Wide Deferred Maintenance of Roofs-attended bi-weekly construction meeting with architects and contractors.
- District Wide Deferred Maintenance of Roofs-meeting to review roof drain scope of work with architect, Facilities Operations & Maintenance, and Facilities Planning & Construction staff.
- District Wide Deferred Maintenance of Roofs-meeting with architect, Facilities Operations & Maintenance, and Facilities Planning & Construction staff to discuss construction progress.
- Facilities Planning & Construction Automated Forms-meeting with Business Office and Facilities Planning & Construction staff to review progress.
- Meeting to review the request for letters outside Pecan Campus Board Room with Fast Signs, Administration staff, and Facilities Planning & Construction staff.
- September Board Meeting.
- September Facilities Committee Meeting.
- Mid-Valley Campus
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for the Culinary Arts Program-Prequalification Conference with interested architects, Purchasing Department, and Facilities Planning & Construction staff.
- Pecan Campus
  - Pecan Campus Building M Generator Replacement-Preconstruction meeting with contractor, Texas One Gas, engineer, and Facilities Planning & Construction staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to discuss the proposed revised layout and request fee proposal with architect and Facilities Planning & Construction Staff.

- Pecan Campus Library Building F Renovations and Expansion-meeting with architect to discuss breakdown of additional services.

- Regional Center for Public Safety Excellence
  - Regional Center for Public Safety Excellence Canopies and Fire Training Area-meeting to discuss architectural fee proposal with Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-construction meeting with project team.
- Starr County Campus
  - Starr County Campus Thermal Plant-meeting with engineer and Facilities Operations and Maintenance department regarding remediation of ongoing issue at thermal plant.

WORKED ON THE FOLLOWING ITEMS:

- Coordinated moving of McAllen Independent School District portables with College Police.
- October Facilities Committee Meeting draft agenda and write ups.
- Review of categorization process for Renewal & Replacement funds.
- Review of existing building space for library staff and future storage use.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Review of Space Modification plans and requests.
- Reviewed and worked on Space Modification plans and requests.
- Reviewed Geotechnical, Construction Materials, and Environmental Quality engineering services proposals.
- Reviewed Request for Qualification submissions for Architectural Design Services.
- September Facilities Committee Meeting agenda, back up information, and write ups.
- September Facilities Committee Meeting draft agenda and write ups.
- Worked on Capital Improvement Proposal and Renewal & Replacement Project Budget Tracking Spreadsheets for Fiscal Year 2021 and Fiscal Year 2022
- Worked on development of budgets and project information for future facility needs for Vice President of Finance and Administrative Services.
- Worked on Employee's Performance Evaluation forms as requested by Human Resources.
- Worked on Facilities Planning & Construction department's Institutional Effectiveness Plan update report.
- Worked on finalizing the spreadsheet for comparing pricing for Geotechnical and Material Testing Services.
- Worked on Project Change Order Log for Fiscal Year 2021 and Fiscal Year 2022.
- Worked on Simple Project worksheets for Fiscal Year 2021 and Fiscal Year 2022.
- Worked on Status of Construction Projects worksheets for Fiscal Year 2021 and Fiscal Year 2022.
- Worked on updating staff job descriptions.
- District Wide:
  - District Wide Automatic Door Openers Phase IV-worked with engineer and contractor to finalize construction contracts.
  - District Wide Automatic Door Openers-worked with engineer, Purchasing, and Facilities Planning & Construction staff to finalize the construction contract.
  - District Wide Deferred Maintenance of Roofs-site visits to verify status of construction progress; worked with Facilities Operations and Maintenance to provide temporary air filtration units.
  - District Wide Flooring Replacement-worked on finalizing specifications for Request for Proposals and newspaper advertisement of year one approved projects.
  - District Wide Screening of Equipment Starr County Campus-scheduled site visits to perform punch list walk through with Facilities Operations & Maintenance and contractor.
  - District Wide Screening of Equipment Starr County Campus-site visit to perform punch list walk through with Facilities Operations & Maintenance and contractor.
  - District Wide Stucco Repainting-worked on development of the construction documents for repainting the exterior stucco finishes.

- Mid Valley Campus:
  - Mid Valley Campus Building C Gym Flooring Replacement-performed site visit to verify substantial completion of gym flooring replacement.
  - Mid Valley Campus Building H South Academic-worked on demolition plans for water damaged areas as requested by Facilities Operations & Maintenance Department.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for the Culinary Arts Program-reviewed architect's qualification statements for upcoming evaluations.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for the Culinary Arts Program-worked on evaluations of Request for Qualifications for architectural services.
  - Mid Valley Campus Workforce Center Building D Automotive Lab; Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Lab; and Welding Lab Expansions-worked on evaluations of request for qualifications for architectural services.
  - Mid-Valley Campus Building C Gym Flooring Replacement-worked with flooring contractor to assure the specified flooring material is installed.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus East Building A Generator Replacement-worked on power point presentation and fact sheet.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-reviewed preliminary construction documents and provided comments to engineer.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-reviewed Request for Proposal documents.
- Pecan Campus:
  - Pecan Campus Building J Generator Replacement-worked on power point presentation and fact sheet in preparation of the Facilities Committee Meeting.
  - Pecan Campus East Drive Resurfacing-worked on power point presentation and fact sheet.
  - Pecan Campus Library Building F Renovation and Expansion-provided revised library layout to architect and requested a proposal for design services.
  - Pecan Campus Library Renovations and Expansion-worked with architect to provide breakdown of additional services.
  - Pecan Campus Building G Classroom Conversion-performed Final walkthrough with architect.
  - Pecan Plaza Kinesiology Renovation-performed site visits to verify status of construction progress; performed substantial completion walk through with Facilities Planning & Construction, Facilities Operations & Maintenance, South Texas College staff, architect, and contractor.
- Pecan Plaza:
  - Pecan Plaza West Building C Kinesiology Renovations-site visits to verify status of construction progress and reviewed construction documents.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Additional Chiller Installation-reviewed revised drawings and specifications from engineer.
  - Regional Center for Public Safety Excellence Canopies and Fire Training Area-worked on obtaining an updated architectural services proposal from architect.
  - Regional Center for Public Safety Excellence Canopies and Fire Training Area-worked on obtaining an updated civil engineering services proposal.
  - Regional Center for Public Safety Excellence Portable Buildings-reviewed of scope of work for the remaining portable buildings leveling project
  - Regional Center for Public Safety Excellence Portable Buildings-worked on development of construction documents for the remaining portable buildings leveling project.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-site visits to obtain existing conditions photos and verify status of construction progress.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-worked with the project team to coordinate project meetings and proposed location of stockpiled dirt.

- Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-site visit to verify status of construction and took progress photos.

- Starr County Campus
  - Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition-worked on evaluations of Request for Qualifications for architectural services.
- Technology Campus
  - Technology Campus Building D-reviewed the building code and calculated the building occupant load to determine the required restroom fixtures.
  - Technology Campus Buildings A and B Master Plan-worked on review of preliminary master plan changes and comments from architect and College staff.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Air Purifier demo with the vendor and Facilities Operations & Maintenance Assistant Director and the Environmental Health & Safety Manager.
- Association of Energy Engineers webinar-Compressed Air Systems Optimization in Industry.
- Association of Energy Engineers webinar-The Future, Your Future-A Time to Reflect, A Time to Act.
- Behavioral Intervention Team meeting with the Office of Student Rights and Responsibilities.
- College Safety Committee meeting with the Vice President for Finance and Administrative Services.
- College-wide Organizational & Development Professional Day-Fall 2021.
- Coordinated Operations Council Meeting with the Coordinated Operations Council Team.
- Custodial Appreciation Luncheon with the President, Board Members, and department staff.
- Custodians Covid-19 meeting with the Covid-19 Prevention & Response Manager.
- Deferred Maintenance of District Wide Roofs meeting at the Mid Valley Campus with the Facilities Planning and Construction department.
- Deferred Maintenance of District Wide Roofs meeting at the Nursing & Allied Health Campus with the Facilities Planning and Construction department.
- Deferred Maintenance of District Wide Roofs meeting at the Starr County Campus with the Facilities Planning and Construction department.
- Facilities Committee Meeting with the Vice President for Finance and Administrative Services.
- Facilities Operations and Maintenance Managers Meeting to gather department updates via Microsoft Teams.
- Facilities Operations and Maintenance Support Staff Meeting to gather staff input via Microsoft Teams.
- Facilities Operations Council meeting with the Facilities Planning and Construction department.
- Finance and Administrative Services Safety meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Finance Committee Meeting with the Vice President for Finance and Administrative Services.
- Human Resources meeting with the Director of Human Resources.
- Mid Valley Campus Center for Learning Excellence Building A Space Renovation for the Culinary Arts Program meeting with the Facilities Planning and Construction department.
- Mid Valley Campus Workforce Center Building D Automotive Lab, HVAC-R Classroom, & Outdoor Lab and Welding Lab Expansions with the Facilities Planning and Construction department.
- Mid Valley Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.
- Nursing & Allied Health Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.
- Pecan Plaza Kinesiology Renovation discussion- Substantial Completion Walk Through with the Facilities Planning and Construction department.

- Regional Center for Public Safety Excellence Renewal & Replacement Funding Process discussion with the Facilities Planning & Construction department.
- Receiving of Qualifications meeting to discuss the Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program with the Facilities Planning and Construction department.
- Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition with the Facilities Planning and Construction department.
- Starr Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Elevator vendor meeting to address elevator issues due to power outage.
    - Exterior building cleaning for building M completed.
    - Installation of new plant material in progress.
    - Working with manufacturer of on repairs for vacuum in building V.
  - Technology Campus
    - Working with manufacturer of on repairs for compressor in building E.
  - District Wide Campuses
    - Monthly irrigation inspections in progress.
    - Typical pest control issues and equipment rentals.
    - Uniform vendor meeting to discuss sizing employees for new uniforms.
- Custodial Department:

Duties	Number of Requests
Set-Ups	373
Moves/Relocations	67

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	199	$7,624.35
Electrical	121	$16,670.91
Energy Management	54	$3,472.38
HVAC	111	$4,964.25
Locksmith	121	$2,887.92
Painting	49	$2,703.20
Plumbing	93	$7,040.93
Plant Services		$11,909.31
Total Cost		**$57,273.25**
General Maintenance	2	
Total Work Orders	**750**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 Cases Report for Starr County Campus with Starr County Health Department.

- COVID-19 protocols and face mask distribution for Mid-Valley Campus-Child Development Center with Center Manager.
- COVID-19 protocols and updates with Faculty Senate Committee.
- COVID-19 protocols for Dual Credit Programs with COVID-19 Prevention and Response Manager.
- COVID-19 protocols with Dean for Dual Credit Programs and Director of Counseling and Student Accessibility Services.
- COVID-19 reporting updates with Benefits Manager, Director of Counseling and Student Accessibility Services, and Finance and Administrative Services Administrative Officer.
- COVID-19 sanitation techniques with College-Wide Custodial staffs.
- COVID-19 Vaccination Clinic advertisement with Public Relations and Marketing staff.
- COVID-19 Vaccination Clinic logistics with Environmental Health and Safety Manager, Facilities Operations and Maintenance staff, and also with Hidalgo County Health Department.
- COVID-19 with Starr County Health Department Lead Epidemiologist.
- Face mask distribution and coordination for Pecan Campus with Academic Affairs Project Manager.
- Face mask distribution with several College department staffs.

- Insurance and Risk Management:
  - General liability certificates of insurance with Texas Association of School Boards (TASB) staff.
  - Incident reporting portal with Environmental Health and Safety Manager and Web Design Specialist.
  - Insurance Management Report on cyber liability coverage with Associate Comptroller.
  - Insurance matters with Contracts Manager.
  - Owner-controlled insurance program claim for Pecan Campus Building P with Insurance Adjuster and Construction Manager and also with Director of Facilities Planning and Construction.
  - Property insurance claim for Mid-Valley Campus Building H with Insurance Adjuster and also with Director of Facilities Operations and Maintenance.
  - Tabletop exercises for cyber related issues with Chief Information Security Officer.
- Records Management and Retention:
  - Deviation Request Form with Director of Purchasing and Receiving and Distribution Manager.
  - Inventory of record retention boxes with Human Resources Information Systems staff and Accountability and Compliance Manager.
  - Record Disposition Form and Record Inventory Log with Texas State Library and Archives Commission (TSLAC) Analyst.
  - Records retention revisions with record retention processing vendor.
  - Records retention with Director of Professional and Workforce Education.
  - Requisitions and retention records for purchase orders with Purchasing Buyer.
  - Requisitions, transitory information, subject files, and backup documentation with Texas State Library and Archives Commission (TSLAC) Analyst.
  - Secured shredding container request with shredding vendor and Senior Buyer.
  - Temperature and air system at Retention Center with Environmental Health and Safety Manager.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Policy Manual Localization process with Institutional Research and Effectiveness staff, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
  - Policy Manual Localization updates with Texas Association of School Boards (TASB) Policy Specialist and departmental staff.
  - Policy Reference Manual access online with Texas Association of School Boards (TASB) staff.
  - Texas Association of School Boards (TASB) Agreement on Policy Manual Localization with Director of Purchasing.
- Title IX:
  - Senate Bill 212 Quarterly Report Meeting with Title IX Deputy Coordinator and Title IX Liaison.
  - Title IX Case review with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Complaint Process Flowchart review with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX meetings with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.

- Title IX Model Policy with Title IX Deputy Coordinator and ATIXA Partner.

- Other:
  - Coordinated Operations Council meeting.
  - Finance and Administrative Services Safety Team meetings.
  - Human Resources notifications for hiring process improvements with Director of Human Resources.
  - Hiring process improvements with Director of Human Resources and Accountability and Compliance Manager.
  - Location field revisions for Move/Set Up Requests with Shipping and Receiving staff.
  - Outstanding invoices and pricing variances with Senior Purchasing Buyer and Accounts Payable staff.
  - Policy #3830 Intellectual Property with Dean of Library and Learning Support Services and Special Assistant to the Vice President for Academic Affairs.
  - Search Committee streamlining notification with Assistant Director of Human Resources.
- Vice President for Finance and Administrative Services:
  - COVID-19 face mask distribution with Vice President for Finance and Administrative Services.
  - Human Resources notifications on hiring process improvements and status with Vice President for Finance and Administrative Services and departmental staff.
  - Incident reporting process with Environmental Health and Safety Manager and Vice President for Finance and Administrative Services.
  - Record retention deviation request for Academic Affairs with Vice President for Finance and Administrative Services.
- Webinars/Webcasts/Conferences/Trainings:
  - College-wide Professional Development Day.
  - Hosted Records Management Training for Library Public Services staff.
  - TASB How Schools Are Safeguarding Emotional Wellness.
  - TASB Key Takeaways from the 2021 Legislative Session.
  - Weekly huddle meetings with departmental staff.

PROJECTS IN PROGRESS:

- COVID-19:
  - COVID-19 Campus Safety Protocols updates.
  - COVID-19 employee and student cases dashboard reports and email notices.
  - COVID-19 sanitizing protocols; sanitizing station, sanitizing gel refills, daily disinfection.
  - COVID-19 Vaccination Clinic logistics and documentation for Pecan Campus and Starr County Campus.
  - COVID-19 webpage updates and revisions.
  - Face masks distribution and placement location for all campuses College-wide.
- Insurance:
  - General Liability Certificates of Insurance.
  - Incident Reporting Form/Portal.
  - Incident reporting process.
  - Owner-controlled insurance program claim.
  - Potential automobile insurance claim.
  - Property insurance claim for Mid-Valley Campus Building H updates and Board Motion.
  - Researched incident investigation trainings.
  - South Texas College Workforce Student Accident Insurance Report.
- Records Management and Retention:
  - Permanent retention records research.
  - Record Retention Deviation Request Form
  - Records Management Procedures updates.
  - Research on record series and retention period for affirmative action records.
  - Retention Schedule and Disposal Methods for Academic Affairs Records review and recommendations.
- Texas Association of School Boards (TASB) Policy Manual Localization:

- Model policy crosswalk.
- Policy owners notification on reviewing and updating model policy.
- Policy owners notification on upcoming training.
- Process map review and revisions.
- SharePoint website development; Policy Management Guidelines, FAQs, Quick Reference Guide.

- Title IX:
  - Agenda for Title IX Case Study meeting.
  - Incidents of Sex-Based Harassment or Discrimination Process Map.
  - Formal Complaint Letter template.
  - Title IX Case Closed letters.
  - Title IX Past, Present and Future presentation for College-Wide Professional Development Day
  - Title IX Senate Bill 212 Quarterly 4 and Annual Report.
  - Title IX updates and review:
  - Title IX Closed Case List.
  - Title IX Flyer.
  - Title IX Letter Templates.
  - Title IX Master Case List.
  - Title IX Maxient Cases.
  - Title IX Weekly Cabinet Report.
- Other:
  - 87th Texas Legislature 2nd Called Session Matrix.
  - 87th Texas Legislature 3rd Called Session Matrix.
  - Accountability, Risk, and Compliance Assistant applications.
  - Comprehensive Operational Plan Report 2020-2021.
  - Human Resources hiring process action items.
  - Institutional Effectiveness Plan 2019-2021.
  - Job description requests updates.
  - Workflow record retention requests, meeting minutes and agendas, monthly activity report, reviewed invoices, requisitions, and work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged twenty-four (24) 1295 Forms with the Texas Ethic Commission.
- Attended September Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted two (2) Purchasing Department staff meetings related to the new fiscal year, professional development day, and new purchase order terms and conditions.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Center for Learning Excellence Building A Renovation for the Culinary Arts Program Pre-Bid Conference.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Reviewed and negotiated changes to forty (40) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved one thousand two hundred fifty-seven (1,257) online Banner requisitions.

- Conducted Public Bid Openings for the following:
  - Request for Qualifications: 21-22-1013 Architectural Services – Mid Valley Campus Center for Learning Excellence Building A Renovation of Space for the Culinary Arts Program
- Created or updated eighty (80) new/existing vendor W-9 forms, which were created or updated in Banner.
- Disapproved seven hundred twenty-nine (729) online Banner requisitions.
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposals: 21-22-1015 Re-Bid Regional Center for Public Safety Excellence Chiller Installation
  - Request for Proposals: 21-22-1016 Regional Center for Public Safety Excellence Site Improvements and Leveling for Portable Buildings
  - Request for Qualifications: 21-22-1017 Architectural Services – Technology Campus Master Plan Phase I Welding Lab Expansion
  - Request for Proposals: 21-22-1018 Purchase and Installation of LED Lights
  - Request for Proposals: 21-22-1019 Purchase of Clinical Skills Manikins
  - Request for Proposals: 21-22-1020 Purchase of Portable Air Purifiers
  - Request for Proposals: 21-22-1021 Mid Valley Campus Building G Analog to Digital Upgrade – Phase I.
- Processed change orders for goods and services.
- Processed one thousand one hundred seventy-two (1,172) purchase orders.
- Reviewed and updated Department procedures as needed.
- Submitted eleven (11) new records and updated zero (0) existing records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.

- Fixed Assets Department:
  - Reviewed all assets purchased since September 30, 2021 as follows:
    - Approved seventy-one (71) assets.
    - Adjusted thirty-six (36) assets in Banner for the month of September.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed one hundred thirty (130) deliveries (purchase orders and complimentary books) and one thousand two hundred twenty-two (1,222) packages/boxes.
  - Completed twenty-one (21) faculty/staff moves in September.
  - Received and posted two hundred sixty-five (265) purchase orders in Banner.
  - Transferred/relocated one thousand eight hundred fifty-nine (1,859) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed fifty-nine thousand five (59,005) copies at the copy center for the month of September.
  - Mailed out a total of forty-four thousand eight hundred fourteen (44,814) letters and of those three hundred eighty-two (382) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Financial Aid - $3,760.40

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Chair Academy meeting with Director of Office for Human Resources and Employee Relations Officer in order to answer questions regarding Title IX and SB 212 reporting requirements for employees.
  - Follow up Teams meeting with one complainant and Director of Office for Human Resources to discuss complainant's options under Policy #4216 and other College policies.
  - Meeting with Vice President for Finance and Administrative Services to discuss Office of Institutional Equity related matters, including organizational structure and support.

- Meeting with Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters related to Title IX, including SB 212 reporting and related requirements, website reporting form, updates to policies, procedures, and budget for legal services and executing addendum with TNG for additional off-site consulting hours.
- Meeting at Department of Public Safety with Chief of Police of the Department of Public Safety, Public Safety and Transportation Services Manager, and Coordinator for Emergency Preparedness and Training to discuss Clery reporting at the College and the 2020-2021 Annual Security Report.
- Meeting with Vice President for Finance and Administrative Services to discuss the retirement of Policy #4216 and the adoption of TASB Model Policies FFDA and DIAA.
- Meeting with Director of Office for Human Resources to prepare for meeting with complainant and draft letters regarding same.
- Meeting with Public Safety and Transportation Services Manager, to discuss Clery Reporting requirements and Annual Security Report inclusions.
- Preparation session on Teams with Office of Professional and Organizational Development to prepare for Professional Development Day breakout sessions.
- Teams meeting with Director of Office for Human Resources, and Director of Career and Employer Services, and Accountability, Risk, and Compliance Specialist to review Title IX: Past, Present, and Future presentation to be delivered during Professional Development Day.
- Various Teams and in-person meetings with complainants to discuss options under College policies, supportive measures available to them, and process for filing a formal complaint.
- Zoom meeting with legal consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/Association of Title IX Administrators (ATIXA) to discuss Title IX efforts at the College as well as areas where the College can improve.
- Zoom meeting with legal consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/Association of Title IX Administrators (ATIXA) and Accountability, Risk, and Compliance Specialist to discuss updates to Policy #4216, the adoption of TASB Model Policies, and updates to Sexual Misconduct Procedures.

- <u>Student Affairs and Enrollment Management:</u>
  - Title IX Committee meetings to discuss reports submitted concerning students, including Pregnancy & Parenting cases.
  - Meeting with Director of Career and Employer Services, and Director of Student Records and Registrar, to discuss process for performing administrative drop for students who were granted such accommodations under Title IX pregnancy and parenting.
- <u>Title IX and House Bill 1735:</u>
  - Call with Policy Specialist for Texas Association of School Boards (TASB) to discuss Model Policies.
  - Call with Legal Consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/Association of Title IX Administrators (ATIXA) to discuss STC's response to report submitted relating to employee.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - Title IX Committee meetings to discuss reports relating to employees and students.
- <u>Training(s)/Webinar(s):</u>
  - Association of Title IX Administrators (ATIXA) webinar "Time with Title IX: Effect of the Cardona Decision."
  - Association of Title IX Administrators (ATIXA) Title IX Coordinator Training: Title IX Coordinator One – Foundations.
  - Association of Title IX Administrators (ATIXA) webinar "Twenty Minutes to Trained: First Amendment Primer"
  - Association of Title IX Administrators (ATIXA) webinar "Twenty Minutes to Trained: Pregnancy Accommodations."
  - Association of Title IX Administrators (ATIXA) webinar "Twenty Minutes to Trained: Addressing Inappropriate Employee Behaviors."
  - Banner Requisition Training with Purchasing Department via Teams.

- Husch Blackwell LLP webinar "Accessibility and Accommodations: Campus Health and Safety Updates.
- Title IX Presentation with Director of Office for Human Resources, to Math Department.
- Title IX: Past, Present, and Future at two breakout sessions as part of Professional Development Day.

- Departmental Meetings to discuss the following topics throughout the month:
  - Drafting and editing Policy #4216.
  - Individual potential Title IX reports and cases as needed.
  - Plan for fulfilling SB 212 Annual reporting requirements.
  - Plan for fulfilling SB 212 Quarterly reporting requirements.
  - Office of Institutional Equity budget review
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.

PROJECTS IN PROGRESS:

- Creating Title IX-specific "Report and Incident" form to strengthen and streamline compliance with Title IX regulations.
- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Drafting comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy # 4216 - Freedom from Discrimination, Harassment, Sexual Misconduct and Retaliation and Title IX/HB1735.
- Drafting policies and procedures related to disability services and ADA/504 related complaints.
- Drafting policies and procedures related to pregnancy and parenting cases.
- Drafting quick resource guide for Mandatory Reporters at South Texas College.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Editing and adopting Texas Association of School Boards (TASB) Model Policy DIAA-Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence targeting employees to replace existing Policy # 4216.
- Editing and adopting Texas Association of School Boards (TASB) Model Policy FFDA-Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence targeting students to replace existing Policy # 4216.
- Revising Title IX Complaint Process Flowchart.
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.

COMPLETED TASKS:

- Completed Association of Title IX Administrators (ATIXA) Title IX Coordinator One training.
- Completed Five-Point Assessment and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Coordinate submission of SB 212 Title IX Coordinator's Quarterly Report to the College President as required by SB 212.
- Coordinated College President's execution of the Chief Executive Officer Certification as required by SB 212.
- Coordinated publication of SB 212 Annual Report to Title IX website with Public Relations and Marketing staff.
- Drafted Five-Point Assessment for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Dismissed reports and complaints that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted and sent correspondence to individuals regarding the status of their Title IX case.
- Drafted template correspondence for communicating with third-party reporters following submission of a Title IX related report.

- Drafted template correspondence for communicating with complainant following mandatory dismissal of a case and referral to another office for further review.
- Drafted template correspondence for communicating with complainant who decides not to file a formal complaint.
- Drafted and finalized Title IX: Past, Present, and Future presentation for collegewide Professional Development Day.
- Finalized SB 212 Annual Report and coordinate submission of the report to the Board for their review.
- Finalized SB 212 Title IX Coordinator's Quarterly Report.
- Presented Title IX: Past, Present, and Future presentation at two breakout sessions for collegewide Professional Development Day.
- Researched requirements for Annual and Quarterly reporting under SB 212 and prepare email memo summarizing results of that research for review by Vice President for Finance and Administrative Services. Correspond with Legal Consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/Association of Title IX Administrators (ATIXA) regarding same.
- Researched Clery geography under the Clery Act and related federal guidance, and prepared email memorandum to Chief of Police of the Department of Public Safety regarding same.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Statue Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Reviewed and proposed edits to Sexual Harassment Complaint Resolution flowchart
- Reviewed South Texas College's Annual Security Report for 2020.
- Updated Title IX website
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the PeopleAdmin demo on PowerBI analytics. Access was granted to Human Resources Director and Information Services staff.
  - Attended the yearly Professional Development Day events.
  - Dual Credit Programs and School District Partnerships, Information Services, Planning, Performance, and Strategic Initiatives and Human Resources departments met to discuss access for Dual Credit Faculty.
  - Human Resources Information Services department and Human Resources administration met to discuss the reports downloaded from Banner.
  - Human Resources Managers and Human Resources Information Services personnel met to create a SharePoint list for all Human Resources reports containing the description, frequency, due date, responsible unit and other information.

- Payroll/Compensation:
  - Advertising in Marketing Platforms and Social Media Meeting via Teams to discuss the option of recruiting college positions via social media to increase our applicant pool with Interim Director of Public Relations and Marketing, Web Content Manager and Assistant Director of Human Resources.
  - Attended Professional Development Day and Workshop(s) via Microsoft Teams.
  - Chair Leadership Meeting for Fall 2021 to present Human Resources Hiring Process policy and procedures with Academic Chairs, Interim Vice President of Academic Affairs, Office of Organizational Development staff, Employee Relations Officer and Assistant Director of Human Resources.
  - Chair Leadership Meeting for Fall 2021 to present Human Resources Complaint policy and procedures with Academic Chairs, Interim Vice President of Academic Affairs, Office of Organizational Development staff, Employee Relations Officer and Assistant Director of Human Resources.

- Compensation and Payroll Manager Posting Meeting via Teams to review the applicant pool with Search Committee.
- Compensation Review Meetings to review hiring proposals and discuss compensation with Assistant Director of Human Resources and Compensation Specialist.
- Dual Credit Notice of Employment (NOE) and Faculty Load and Compensation (FLAC) Financial Manager process for Dual Credit Meeting via Teams to discuss financial manger approval process in FLAC versus paper NOEs with Dual Credit Department, Academic Affairs Division staff, Payroll Specialist and Assistant Director of Human Resources.
- Human Resources Departmental Meeting via Teams to discuss and update departmental matters with the entire Human Resources Team.
- IE Goals Meeting via Teams to finalize and submit Human Resources Department goals with Assistant Director of Human Resources.
- Institutional Analyst Meeting via Teams to review the posting and job description with Dean/Director of Research and Analytical Services and Assistant Director of Human Resources.
- Institutional Research Analyst and Advertisement meeting to review the posting and discuss advertising alternatives for hiring managers with Human Resources Staffing and Assistant Director of Human Resources.
- Nursing and Allied Health-Regular Faculty New Hires (Extensions and Stipends) Meeting to cross train staff on staffing procedures with Human Resources Faculty Staffing Specialist/Evaluator (temp agency) and Assistant Director of Human Resources.
- Participated as a Committee Member and conducted interviews for a staff position.
- PeopleAdmin Complementary Analytics Meeting via Zoom to navigate alternatives offered by PeopleAdmin on analytics dashboards with PeopleAdmin representatives, Human Resources Information System Manager and Assistant Director of Human Resources.
- Policy Synopsis Meeting to review Human Resources Policies in preparation of Texas Association of School Board (TASB) with Human Resources Managers.
- Review FY2022 Faculty Pending Items: Rollover and Position Control Meeting to discuss any Fall 2021 Faculty payroll related questions and discuss status of completion for the rollover process.
- Staff Letters and Argos report Meeting via Teams to review final steps in preparation of generating staff letters with Applications Analyst II, Compensation Specialist and Assistant Director of Human Resources.
- Texas Association of School Board (TASB) Compensation Meeting via conference call with Director of Laredo College to inquire on the results of the compensation study performed by TASB.
- Texas Association of School Board Compensation (TASB) Services Meeting via Teams to explore the compensation services offered by TASB, cost and timeline with TASB Representative, Vice President of Finance and Administrative Services, Finance and Administrative Services Administrative Officer and Assistant Director of Human Resources.
- Texas Workforce Commission Hearing Meeting with appropriate college personnel.
- Training on Adjunct and Overload Notice of Employment (NOE) to cross train staff on staffing procedures with Human Resources Faculty Staffing Specialist/Evaluator (temp agency) and Assistant Director of Human Resources.
- User Access on Dual Credit Meeting via Teams to discuss user access for Dual Credit Faculty without interruption with the Dual Credit Department, Information Technology Department and Human Resources Payroll and Human Resources Information System Team and Assistant Director of Human Resources.
- Years of Services Project Meeting to discuss and review status project update with Human Resources Assistant and Assistant Director of Human Resources.

- <u>Staffing:</u>
  - Attended meeting for PeopleAdmin testing.
  - Attended meeting with staffing for transcript extension reviews.
  - Attended meetings for job description reviews and approvals.
  - Attended meetings to train staffing specialist on position request review and how to fill hiring proposals, postings, and update PeopleAdmin user accounts.
  - Attended meetings with HRIS staff to review current PeopleAdmin system for staff positions.
  - Attended staffing team meetings.

- Updated Part-time Careers website for new fiscal year.

- Benefits:
  - Attended College Safety Committee meeting to discuss campus safety protocols.
  - Attended Communicable Disease Policy meeting with Director of Human Resources and COVID-19 Prevention and Response Manager to discuss policy.
  - Attended COVID-19 Reports follow up meeting with COVID-19 Prevention and Response Manager to discuss COVID-19 reporting.
  - Attended FAS Reports meeting with Director of Human Resources to discuss due dates of departmental reports.
  - Attended FAS Safety Committee meeting to discuss current safety protocols and updates.
  - Attended Human Resources Departmental meeting.
  - Attended Human Resources Q&A for Chair Leadership meeting.
  - Attended Page Builder Sick Leave Pool meeting with IT department to discuss updates to new Sick Leave Pool administration site.
  - Attended Policy Synopsis meeting to discuss future updates to policies.
  - Attended Professional and Organizational Development Day for Fall 2021.
  - Attended second Page Builder Sick Leave Pool meeting with IT department to discuss final steps for production on new Sick Leave Pool site.
  - Held Retirement Exit interviews for exiting faculty and staff.
- Employee Relations (ER):
  - Attended College Wide Professional and Organizational Development Day: General Session.
  - Attended College Wide Professional and Organizational Development Day on Let's Catch Up with Microsoft TEAMS.
  - Attended College Wide Professional and Organizational Development Day on Kudos and New Directions: Research and Exploration.
  - Attended College Wide Professional and Organizational Development Day on Grading with Heart: How to Design Authentic Assessments and Rubrics.
  - Attended College Wide Professional and Organizational Development Day on Breathe, Move, and Connect into Presence.
  - Attended College Wide Professional and Organizational Development Day on Title IX; Past, Present, and Future.
  - Attended Go To Webinar on the discussion of How Human Resource Leaders Address Excessive Workloads in their teams.
  - Attended meeting on the discussion of Behavioral Intervention Team with the Office of Student Rights and Responsibilities.
  - Attended meeting on the discussion of legal matters with College Legal Counsel for personnel matters.
  - Attended meeting on the discussion of President's Administrative Staff agenda.
  - Attended meeting on the discussion of Texas Workforce Commission request for earnings reporting with Human Resources Payroll.
  - Attended meeting on the discussion of the Fall 2021 Chair Leadership Academy on Hiring Procedures.
  - Attended meeting on the discussion of the Finance and Administrative annual reports.
  - Attended meeting with Information Technology Services on the discussion of Employee Handbook updates and revisions.
  - Attended meetings on Conduct and Performance Improvement Plan regarding employee with supervisor.
  - Attended meetings on disciplinary written reprimand regarding employee with supervisor.
  - 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 discussion of Policy Synopsis to review policies and complete.
  - Attended meetings on the discussion of Safety Teams policies and procedures.

- Attended meetings on the pre-disciplinary process with supervisors regarding employees being recommended for termination.
- 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 Background Investigators.
- Attended meetings to discuss employee performance appraisals.
- Attended meetings with applicants on the discussion of federal background criminal history.
- Attended telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Hosted interviews with candidates for Employee Relations Officer Position SP1627.
- Hosted meeting with Committee Members for Employee Relations Officer Position SP1627.
- Hosted meetings to discuss employee performance appraisals.
- Hosted presentation on the discussion of Resolving Conflict for the Chair Academy.

PROJECTS IN PROGRESS:

- Staffing:
  - Review and revise internal procedures.
  - Continued efforts to make revisions in PeopleAdmin with HRIS Team.
  - Continued efforts of the job description project.
- Payroll/Compensation:
  - Completed review of job description for Executive Vice President.
  - United Way Contributions-campaign launch and send individual emails with current charities and contributions listed for renewal, including Faculty/Staff email.
  - Ongoing cross training on Faculty assignments, temporary assignments, position control and final rollover tasks.
  - Review all faculty salary placement codes such as degree and step and ensure both NBAJOBS and NBAPOSN have the same degree. NBAPOSN will have corresponding step and NBAJOBS will have step zero for all faculty outside the salary table-combined salary and extension salaries.
  - Assisted department chair/administrative assistant in providing guidelines on how to make changes or cancellations to NOEs.
  - In progress: Working with HRIS on report containing the salary grade and step in NBAJOBS and also in NBAPOSN's grade step value.
  - Created new budget profiles, SPINFR and SPPNFR to code the positions that were unfrozen – 34 updates.
- Benefits:
  - Assisted in the completion of the September 2021 monthly and semimonthly payrolls.
  - Assisted in the review of benefit information for Staff internal letters of appointment.
  - Completed the Teacher Retirement System Employment After Requirement Report.
  - Conducted new hire employee orientations for incoming full time and part time staff.
  - Uploaded TSA Demographic Dile for September.
  - Worked on 457 Report for September.
  - Worked on and completed Employee Retirement System Salary Report for Fiscal Year 2022.
  - Worked on and completed Prior Year Vacation rollover for Fiscal Year 2022.
  - Worked on and completed the Fiscal Year 2021 Optional Retirement Program Report for the Texas Higher Education Coordinating Board.
  - Worked on Employee Demographic files for the completion of the Teacher Retirement System Regular Payroll Report.
  - Worked on Employee Retirement System 1% Report.
  - Worked on Employee Retirement System Retiree Report.
  - Worked on Family Medical Leave Act requests for faculty and staff.
  - Worked on Health Savings Account file for September.

- Worked on leave reports on TimeClock Plus system.
- Worked on processing Notice of Resignation Forms for full time and part time staff.
- Worked on reviewing ACA hours eligibility for TRS and Benefits.
- Worked on Texas Saver Annuities for the month of September.
- Worked on updating COVID-19 employee matrix with new COVID-19 positive cases.
- Worked on uploading and verification of Summer Enrollment benefit changes in banner for the September 2021 payroll.
- Worked with IT department to update Employee Communicable Disease Reporting Form.
- Working on completion of Fiscal Year 2021 Leave Audits for all classified, professional non-exempt, professional exempt staff and faculty.

- Employee Relations (ER):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on Employee Relations cases and reviews.
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Working on the Cleanup of the Argos Work environment
  - Working on implementing the new report naming convention
  - Attended Ellucian Banner training with consultant.
  - Departmental meeting follow-up the new Human Resources tasks and procedures.
  - User access meeting with HR Team and Information Technology group.
  - EverFi is upgrading the online trainings.
- HRIS Type of Access Provided:
  - Active Directory: *55*
  - AppTrack: 0
  - Argos Access: 3
  - Banner: 2
  - Credential Database: 0
  - DFS (Distributed File System): 0
  - FLAC: 0
  - JagNet Forms Management: 0
  - Send As – Email: 0
  - SSN: 0
  - Xtender access: 0
  - *Total Count: 60*
- Systems/Reporting:
  - Visio charts:
    - Published: 2
    - Updated: 2
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 23
    - Resolved: 18
    - Currently Open: *5*
  - PeopleAdmin Issues:
    - Assigned: 2
    - Resolved: 0
    - Currently Open: 2
  - EverFi Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0

- Report Development:
  - Worked on 25 reports this month:
    - 4 – Internal Report Requests
      - ⇒ 0 Human Resources – Director of Human Resources
      - ⇒ 2 Human Resources – Payroll
      - ⇒ 1 Human Resources – Benefits
      - ⇒ 0 Human Resources – ERO
      - ⇒ 1 Human Resources – Staffing
    - 18 – External Report Requests
      - ⇒ 2 Academic Affairs - Vice-President
      - ⇒ 5 External Auditor
      - ⇒ 1 Finance and Administrative Services – Accountability, Risk, & Compliance
      - ⇒ 4 Finance and Administrative Services – Vice President
      - ⇒ 1 Information Technology – Applications Development
      - ⇒ 1 Information Technology – Research and Analytical Services
      - ⇒ 2 Office of the President
      - ⇒ 1 STC Faculty Senate Elections Committee Chair
      - ⇒ 1 Public Information Request

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	65	65	TWC Claims	11	11
Fingerprints	63	63	Open Records Requests	2	2
DPS Driver Eligibility Checks	5	5			

Staffing/Staffing Support (Staff)	**Count**
Position requests	17
Job Descriptions reviewed and approved	8
Positions posted	26
Positions reposted	2
Positions extended	22
Positions canceled	8
Search committees' forms requested	30
Search committees assigned	40
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	9
New Hire Email Notifications:	
Full-time staff	7
Part-time staff	18
Trainers	
Positions filled	10
PeopleAdmin user updates	11
Advertisements placed (Monitor, Town Crier, etc.)	6
Resignations/Terminations:	
Full-time staff	6
Part-time staff	4
Full-time temporary staff	0

Staffing/Staffing Support (Staff)	Count
Part-time staff (WS)	0
Part-time staff (DW)	40
Trainers	0
Temporary Agency Employees:	
Request	0
Replacements	0
Assignment Extension	0

Faculty Staffing	Count
Position requests w/job descriptions	3
Positions posted	3
Positions reposted	1
Positions extended	0
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	7
Review Adjunct/Dual Credit applications	15
New Hire Email Notifications:	
Faculty	0
Lecturers	1
Adjuncts/Dual Credit	6
Positions filled	13
PeopleAdmin user updates	3
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	3
SOAPCOL	30
PEAFACT	30
Resignations/Terminations	0
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	6
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	36
Extension requests	50
Credentials entered in credential database Faculty/Staff	45
Vacancy Reports completed NOE course and Rate Review	110

Faculty Staffing	Count
Educational Supplements (Review, log, memo, send to payroll and faculty)	10
New hire/re-hire/transfer files (closing onboarding process) track transcripts	65
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	179
E-Verify	
Cases submitted	46
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	32
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	362
Processed Paper	38
Postings	
Closed (On-Line)	62
On Boarding	
New Hires	32
Transfers	12
Returning	5
Adjunct	4

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	47
Record Requests: External	7
Records Filed (by page)	1,087
Files Scanned & Indexed	494
New Hire/Active Personnel Files Prepared	52
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	138
Telecommunicating - Agreements Received and Logged	66
Employment Reference Checks Logged	0
Active Files Moved to Termed (personnel/transcript)	1

"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	5
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 3 Workflow Test Runs

Benefits	**Count**
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	6
Internal Transfers	3
Benefits Credits/Collections	0
TRS ED Records reported	200+
TRS RR Records reported	15
TRS Prior Yrs. of Svc Verifications	10
TexaSaver 457/403B Accounts	4
Faculty (Adjunct, Temporary)	10
Exits	
Full Time	10
Retirees	0
FMLA Requests	
New	11
On-Going Cases	14
Closed	10
FMLA Intermittent Requests	
New	5
On-Going	20
Closed	0
Approved Leave of Absence	
New	1
On-Going	1
Closed	1
Workers Compensation Claims	
New	7
On-Going Cases	9
Closed	3
Tuition Reimbursement Applications Processed	0
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	5
Dependent	0
Promissory Notes	2
Sick Leave Pool Enrollment	NA

Benefits	**Count**
Sick Leave Pool Termed	NA
Sick Leave Pool Donations	NA
Medical Support Orders	1
ERS Changes	5
Vacation Settlement Worksheets	5

Payroll	**Count**
PDR Notifications	217
Direct Deposit Transactions	29
Full Time	16
Direct Wage/Work Study/Trainer	
Resignations	
Full Time	
Direct Wage/Work Studies	9
Garnishments	52
State Charitable Deductions	80
TXOAG Reporting	10
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	1
Name Changes	1
Address Changes	5
Form W-4 Changes	25
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	
Forms processed	8
TWC	1
Letters sent	
Phone Calls	15
Cell Phone Stipends	94
Adjunct Leave Forms	
NOE	60
Letters of Appointment Rollover and Payroll Verification	911
Letter of Appointment Staff Full Time Regular	14
Direct Wage	220
Work Study	59
Adjunct	25
Overload	92
FLAC Dual Credit assignments reviewed	6
FLAC entries reviewed and applied	872
Trainers	78
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	2
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0

Full-time Regular Faculty Pay-Off	0
FT Lecturers New	78
Faculty Extensions	6
Faculty Special Assignment Other	0
Faculty Classification Changes	0
Special Assignments	7
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	423
Cont Fac Base Salary Including Ed Increase	454
Staff Special Assignment	0
Large Class Payments	173
11/12 Salary Pay off	0
Educational Increase	14
Mini-mesters	0
Certification, Educational, Professional Stipend	85
PeopleAdmin Transactions	1
Approvals	1
Compensations Worksheets/Updates	10
Hiring Proposals	27
Payroll Worksheets	65
Move Request Updates	45
Monthly Online Department of Labor Employee Count	0

Report Development-Compensation and Payroll
Internal Reports
• Provided payroll register extract report from Monarch to HR/Payroll staff to assist in auditing the payroll.
• Provided full-time faculty and lecturer report to Benefits Team before the payroll to assist them in the benefits setup and/or termination of benefits.
• Provided the annual Employee FTE report to Alejandra Morales, Service Delivery Manager.
• Created various Monarch templates to use for the auditing of the September payroll.
External Reports
• Monthly online Department of Labor employee count on the payrolls for September was 1,863 – 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:	OCTOBER 20, 2021
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2021 – SEPTEMBER 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting to discuss presentations for EWD Committee Meeting, September 2
- Facilitated Chair Leadership Meeting, September 3
- Attended President's Administrative Staff meeting, September 3
- Attended STC Coordinated Operations Council meeting, September 7
- Facilitated Dual Credit Programs Superintendents Leadership Meeting, September 9
- Facilitated Dual Credit Programs Leadership Meeting, September 10
- Participated in Chair Academy Session 1 Kick off, September 10
- Met to clarify the process for new campaign for dual credit program recruitment, September 14
- Attended EWDC meeting with MSITB Division and Bachelor programs, September 14
- Met with President to discuss Kinesiology, Dance and Cosmetology programs, September 15
- Attended TAMUK Executive Team visit to STC, September 16
- Pre-SACSCOC verification visit discussion, September 16
- Participated in TCCIA Board meeting, September 17
- Participated in Planning and Development Council meeting, September 17
- Attended Presidential Welcome Tour Pecan campus, September 20
- Attended Presidential Welcome Tour NAH campus, September 21
- Met with HR on User Access for Dual Faculty, September 21
- Attended Cabinet meeting with President, September 22
- Participated in the College Safety Committee meeting, September 23
- Attended College-Wide Professional and Organizational Development Day, September 24
- Participated in meeting to discuss needs for future facilities, September 24
- Attended Faculty Senate retreat, September 25
- Facilitated the Academic Council meeting, September 27
- Met to review Dual Credit NOE & FLAC procedures, September 28
- Participated in hiring committee activities for the position of Executive Director of Public Relations and Marketing, September 28
- Attended Board Meeting, September 28
- President Welcome Luncheon Mid Valley campus, September 29

- Met to discuss free semester campaign for Spring 2022, September 29
- Presented at the Student of the Week celebration, September 29
- Participated in West Texas A&M University campus visit to discuss transfer of students, September 30
- Met with Division deans, Distance Learning and Dual Credit to discuss Spring 2022 course offerings schedule, September 30

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Action Plan to work on the CBE Substantive Change Report
- Working on developing the Handbook of Operating Procedures (HOP) for CBE
- Developed new procedures for the division
- Coordinating a Process Review of Bachelor Programs recruitment
- Working on Developing a GUIDE for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Developing a process to recruit and hire online faculty
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Meeting to work on CBE Prospectus, September 1
- Virtual Reality Demo with "Survivor" for Law Enforcement, September 1
- Pre-Qualifications Conference for MVC Culinary Arts Renovation Project, September 2
- Meeting and tour of Cosmetology facility, September 2
- Division of Business, Public Safety, and Technology Department Chair monthly meeting, September 2
- Chair Leadership Meeting, September 3
- President's Administrative Staff Meeting, September 3
- Coordinated Operations Council Meeting, September 7
- Work on Presentation for the RCPSE, September 7
- Advisory Committee meeting planning and preparation, September 7
- Monthly Check-in with Dean/Department Chair for Welding, September 7
- BPST Dean and Project Manager Check in, September 8
- Discussion on Cosmetology with Program Developer and Curriculum Director, September 8
- Presentation preparation for the RCPSE, September 8
- Intel AI for Workforce deep dive into the content, September 8
- Superintendent's Leadership Meeting, September 9
- South Texas College Manufacturing Lab Tour for La Joya ISD, September 9
- Dean's meeting, September 9
- Discussion for potential partnership opportunities with UTRGV for future grants (DOD RFI Discussion), September 9
- President Solis's Open Forum and Luncheon at the Technology Campus, September 13
- CTE Program Fair Discussion with Dual Credit Programs, September 13
- Discussion of STC Website and update for Guided Pathways Specialist role, September 14

- South Texas College Board of Trustees Committee Meetings, September 14
- Meeting to discuss and review Advisory Committee Training, September 15
- Update and check-in with Department Chair for Automotive/Diesel, September 15
- Preparation for visit and tour for Vanguard Academy, September 15
- Surveying and Geospatial Technology New Program Development update, September 16
- RGV Focus/UTRGV Focus Group discussion and meeting, September 16
- SACSCOC Verification Visit planning and preparation, September 16
- VAMOS Scholarship Live Auction, Dinner, and Reception, September 16
- Vanguard Academy Visit, Discussion, and Tour, September 17
- Attended the Idea Public Schools Dinner and Auction fundraiser on Saturday, September 18
- Discussion on MOU for Telecommunicator Course, September 20
- President's Forum at Pecan Campus, September 20
- EDA Grant Discussion: Build Back Better Regional Challenge, September 21
- 2nd Annual Binational Education Symposium update and discussion, September 21
- Meeting with Administrative Assistants to discuss update on job responsibilities and distribution of tasks, September 21
- Texas A&M McAllen and South Texas College collaboration meeting, September 21
- Academic Council Meeting, September 27
- STMA monthly luncheon, September 28
- Preparation for Hiring Committee for Executive Director of Public Relations and Marketing, September 28
- Luncheon for Dr. Solis at the Mid-Valley Campus with Business, Education, and Industry professionals, September 29
- Free semester campaign discussion, September 29
- Technology Campus Leadership Meeting, September 30
- Evaluation of New Projects, September 30

Project Manager

- Planning: Donuts with the Dean, September 1
- Survivor Demo at the Technology Campus for Law Enforcement Simulators, September1
- Division of Business, Public Safety & Technology Department Chair Meeting, September 2
- Law Enforcement Trifolds and Booklets Revisions with stakeholders, September 2
- Project: Leading for Equity, NAPE, September 3
- City of Pharr Presentation Review, September 7
- Division of BPST and BPST Project Manager Monthly Check In, September 8
  - Planning Perkins Workshops for BPST Programs for FY 21-22
  - PLA Planning for BPST Programs
  - Technology Campus Events
  - Regional Center for Public Safety Events
- Advanced Manufacturing Technology Program Lab Tour with La Joya ISD and Dual Credit Academies, September 9
- RGV Leadership Retreat, September 10
- South Texas College President Forum at the Technology Campus, September 13
- Career and Technical Education Program Fair Discussion with Dual Credit CTE Department, September 13
- Law Enforcement Escrow Credit Mapping with departments/program stakeholders, September 15
- NAPE Equity Grant Update, September 15
- Vanguard Academy Tour, September 17
- Telecommunicator MOU Meeting, September 20
- Weslaco CTE Early college High school, Advanced Manufacturing Technology Program Orientation and Tour, September 20
- Texas A&M Technology Campus Tour/Discussion for Construction Supervision, Architectural & Engineering Design Technology, and Business Administration, September 21
- Weslaco CTE Early College High School, Welding Program Orientation and Tour, September 22

- College Wide Professional and Organizational Development Day, September 24
- Future Facilities Needs Meeting, September 24
- Academic Council Meeting, September 27
- Weslaco CTE Early College High School, Diesel Technology Program Orientation and Tour, September 27
- BPST Division Guided Pathway Specialist Discussion for Stop Out Students, September 28
- STMA Luncheon, September 28
- Technology Campus Leadership Meeting, September 30

Director of the Regional Center for Public Safety Excellence

Major Meetings/ Activities:

- Coordinating meeting with TEEX regional coordinator regarding fire training, September 7
- Advised about upcoming site drainage improvement meetings pending contractor, September 7
- Meeting to prepare for updates at RCPSE with city of Pharr, September 8
- Contacted regional fire coordinator with the Texas forest service regarding fire training, September 9
- Maintenance checked portables flooring concern advised by asst. director of proposals to level all portables, September 9
- Requested status on pending MOU with FBI LEEDA, September 10
- Coordinated with facilities to set up a meeting for their staff at RCPSE, September 10
- Review of MOU with Pharr P.D. and academy/telecommunicator class, September 14
- Submitted new MOU for the current year to FBI LEEDA, September 15
- Meeting regarding IE plan for RCPSE, September 15 & 28
- Meeting IE plan status, September 20

Promoting Upcoming Trainings:

- Meeting with city of Pharr discussed updates/trainings, September10
- Contacted by police department regarding upcoming training at RCPSE, September 14
- Coordinating police training for future dates, September 15
- Contacted by a company regarding virtual reality training simulator, September 15
- Contacted a second outside source regarding potential new training at RCPSE, September 16
- Meeting to discuss MOU with Pharr Pd and Telecommunicator course, September 20
- Meeting with Regional coordinator for fire courses, September 20
- Coordinating with outside trainer for training classes in Jan-Feb, September 21
- MOU approved for training classes, September 22
- Coordinating meeting with Trainer for Telecommunicator Training course, September 22
- Training Fire props information for fire training, September 23
- Meeting RCPSE fire trainer, September 23
- Attended all day Professional Development, September 24
- Coordinated training for Pharr Fire to use RCPSE, September 28
- Meeting with RCPSE trainer on new training class, September 29
- Coordinated new training for January with new training company, September 29

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended BPST Division Department Chair Meeting, September 2
- Instructors met to plan the Manufacturing Day (s) to be celebrated on October 1, 8, and 20, September 3
- Attended Council of Chairs Meeting, September 7
- Attended Intel AI for workforce content deep dive meeting, September 8
- Assisted in tour of Manufacturing Lab with Dual Credit Pathways. The tour focused on Palmview P-TECH planning for future program adoption, September 9
- Attended DOD RFI's meeting focusing on grants from the department of defense used for higher education, September 9
- T STEM meeting – Along with instructor started planning for T-STEM event where teachers and counselors are invited to hands on workshops either at Tech campus or their own H.S. Accomplishments: Specific ISD were chosen and delegated - Goals: Set date and projects, September 9

- Capstone Tour to IHC Suspension in Mission, TX –IHC Suspension provided a tour of their facility for our capstone students with hope of receiving some interns. Students toured facility to gain knowledge of the product being manufactured and were able to ask questions to the CNC operators. Accomplishments: students have another option to complete their capstone hours - Goals: Place interested students at company, September 10
- Attended dual credit leadership meeting, September 10
- Attended Curriculum Management Chair Training, September 10
- Department Chair and faculty attended President's Open forum for Technology Campus, September 13
- Attended meeting with local stakeholder Cinch Connectivity Solutions focusing on curriculum development for workforce needs, September 14
- Attended AMT program information meeting which focused on radius utilization, September 15
- Department Chair and instructor attended RGV Focus/UTRGV Focus group meeting, September 16
- Instructor attended the Curriculum Committee Meeting, September 17
- Presented at Weslaco CTE ECHS AMT Orientation at Mid-Valley Campus. Presented program and job outlook for students, parents & Weslaco ISD administrators, September 20
- Department attended College-Wide Curriculum Committee meeting, September 21
- Attended NACEP Documentation On-Boarding Meeting, September 23
- Attended College-Wide Professional Development and attended workshops, Migrating Course to BB Ultra/ Easy Online Video Editing, September 24
- Met with instructors to review Cambria Scholarships, September 27
- Instructor attended STMA committee meeting, September 28
- Instructor attended RGV Lead Strategic Planning meeting, September 29
- Attended Technology Campus Leadership meeting, September 30

Architectural & Engineering Design Technology

- Chair & BPST division Project Manager met to discuss Emerging Technology Simulation Specialist Position 2, September 1
- Chair & Assistant Chair attended IE Plan Review Meeting – AEDT, September 1
- Drone Flight Training by BPST Division Emerging Technology & Simulation Specialist, September 1
- Webinar -Developing Twinmotion projects further in Unreal Engine, September 2
- Arkio and Gravity Sketch VR Training, September 2
- BPST Division Department Chair Meeting, September 2
- Chair Leadership Meeting - Fall 2021, September 3
- AEDT Department Meeting, September 03
- Jet Grant budget changes and approvals, September 3
- BPST Division Department Chair Meetings, September 2021
- Continued preparations for LRGV-AIA Building Communities Conference, September 7
- Addressed the Business, Public Safety, & Technology Weekly Inquiries, September 7
- Council of Chairs Meeting, September 7
- Submitted Chair Academy assignment, September 7
- Committed to Family Reading Night 2021 with the MVC Library, September 7
- Worked on AEDT IE Plan, September 07

- Collaborated with Dean of Distance Learning to provide textbooks to students in the TXDOT program, September 8
- Reviewed request from BPST Project Manager for Technology Campus Hallways mockup to be worked on by direct wage employee, September 08
- Provided BPST Project Manager survey data from Perkins-AEDT lending library program, September 8
- Worked with Distance Learning to prepare new AEDT faculty with required Blackboard trainings, September 8
- Dual Credit Leadership Meeting, September 10
- Curriculum Management – Chair Training for Workforce Programs, September 10
- Chair attended Chair Academy Sessions 1 & 2, September 10 & 17
- Dual Credit Leadership Meeting, September 10

- LRGV-AIA Building Communities Conference and architectural tour, September 9-11
- AEDT Faculty presented at BCC 2021 Presentation "BIM The Next Step", September 10 and "Powerful New "Real Time" Visualization Tool, September 11
- Attended President's Open Forum - Technology Campus, September 13
- Assisted ACD2 faculty advisor & student club President with interview questions from the Monitor for the McAllen Housing Authority Little Free Library Project, September 13
- Assisted RAS with sharing the BPST Division VR Lab use Survey, September 13
- Met with Guided Pathways Specialist to discuss AEDT students, September 14
- Welcomed new AEDT Lab Assistant to department and met with him to discuss department procedures and familiarize him with our program, September 14
- Chair and Faculty coordinated with VP Project Manager to print College Graduation banners for division, September 14
- Chair submitted AEDT Faculty Community Organizations membership list to Dean's office, September 15
- Consortium of College and University Media Centers (CCUMC) Conference VR presentation preparation meeting, September 15
- GimKit Webinar Training, September 15
- Assistant Chair worked with new AEDT Lab Assistant to orient, guide, and update with lab statuses, equipment and technologies, and general AEDT processes, September 13 –17
- Chair met with Director of Curriculum and Dean to discuss updates for the Surveying & Geospatial Technology program, September 16
- Registered AEDT department for the RGV LEAD's 20th Annual Education & Career Expo, September 16
- Finalized AEDT's IE Plan, September 16
- AEDT Faculty attended BPST Division Curriculum Committee Meeting, September 17, 2021
- Chair reviewed employer requests for CAD Technicians, September 20
- Chair submitted final review for AEDT Spring 2022 course offerings, September 20
- Chair attended Texas A&M - McAllen meeting to discuss possible pathways for AEDT students, September 21
- Reviewed Internal Credit by Exam AEDT course list, September 21
- College-Wide Curriculum Committee Meeting, September 21
- VR Lab Training using Gravity Sketch, September 22
- Sharyland ISD – CTE Advisory Committee Meeting, September 23
- Drone Deploy training in preparation for 3D-Drone Mapping, September 23
- Chair addressed GIS training request from City of McAllen, September 23
- Met with lecturer to discuss professional development request and possible ACD2 club site visits, September 23
- Assistant Chair attended FACT Session 3, September 23
- Faculty attended Improving Student Engagement (Ultra), September 23
- Chair attended Blackboard Grade Center Overview, September 24
- Chair attended Sharing and Collaborating with Microsoft SharePoint, September 24
- Assistant Chair attended Faculty Senate Retreat, September 25
- Reviewed Graduation Reports/Distributed to faculty to begin AEDT student completion audits, September 28 - 30

SUNDAY, SEPTEMBER 19, 2021 | The Monitor, www.mcallen.com

McAllen Housing Authority receives little library donations

Departmental/Student Recognitions:

- AEDT Alumni received LRGV-AIA Scholarship (for second year in a row) for continuing her education in Architecture at the University of Houston, Houston, Tx. She was honored at the LRGV-AIA Building Communities Conference on September 10
- ACD2 students featured in the Monitor for assisting McAllen Housing Authority with providing Little Free Libraries to the community, September 19

Automotive Technology

- Automotive Instructors attended General Motors Automotive Service Educational Program Student Interviews with GM dealership Managers from Bert Ogden Motor, South Texas GMC, and Clark Chevrolet, September 15
- Assistant Chair attended a Division Curriculum Committee meeting to vote for new Division Chair, September 17

- Instructor attended the Faculty Advising Training online, September 2, 16 & 23
- Automotive Instructor met with representatives from Region One. They are interested in the Automotive MLR program for their cohort. They will communicate with director of Continuing Professional and Workforce Education from Adult Education at STC for Pricing, and including the automotive program in their next budget. Instructor will be in communication with them to follow the progress of the collaboration, September 21
- Instructor attended College-Wide Curriculum Committee Teams meeting, September 21
- Instructor attended the following webinar training and received a certificate on "Vehicle Electrification: Transitioning to Alternating Current Systems, Training Webinar for Technicians, 1 Hour", September 23
- Instructor sent out a thank you letter to all the dealers and managers that participated in Interview event for the GM ASEP students to be sponsored. The event took place on September 13 and 15, September 27

Business Administration

- News interview, Economics instructor participated in a news interview as expert in economic shortages, September 23
    - https://www.valleycentral.com/news/local-news/toy-shortage-causing-higher-prices-this-holiday-season/
- INNO and Binational Educational Symposium meetings are ongoing during September, team working on event include Economics instructor and Business Administration instructor. Event is set to be held virtually in November in partnership with Universidad Autonoma de Tamaulipas (UAT).
- Economics instructor met with Dallas Community College to assist with their CBE program, along with Dean of Math, Science, Information Technology and Bachelor Programs, September 13
- Meeting: Texas A&M team and BPST team (Dean, Business Administration Department Chair, DBP Department Chair, AEDT Department Chair, and Director of the University Relations, Transfer and Articulation Center Office, and BPST Project Manager) met regarding feasibility of students in the Business Administration AA, Construction Supervision, and AEDT programs transferring into Construction Science at the McAllen Higher Education Center, September 21
- Accounting instructor presented at OPOD, Federal Income Tax, September 24
- Economics instructor presented at OPOD, Seven Money Management Tips to Improve Your Personal Finance, September 24
- Department Chair attended Chair Academy, September 10 & 17
- Attended STC Marketing Advisory Committee Meeting, to listen to external feedback on program vitality and skills needed for students to succeed in the area, September 30
- STC Business Administration faculty Accounting instructor met with United Way of South Texas to discuss the preliminary plans of VITA in Spring 2022. Department Chair and BPST Dean signed letter of commitment for VITA (Spring 2022) and submitted to Janet Terrazas of United Way of South Texas, September 30

Culinary Arts

- Met with Asst. Chair to discuss key initiatives for the academic year, September 5
- Consulted with Dean for Dual Credit Programs and School District Partnerships on the need for accommodations for a special need's student at PSJA, September 4
- Discussed program promotion events scheduled at the arena in Edinburg in September and October with faculty member, September 9
- Developed schedule for Fall 2021 "cooking spot episodes", September 7
- Provided guidance on proper use of equipment for faculty, September 9
- Met with Dean of Student Services to discuss an outreach program for different-ability students and prospective students, September 8
- Accepted invitation to serve on the board of the South Texas Juvenile Diabetes Association, September 9
- Faculty member accepted invitation to be a member of the Sharyland H.S. CTE advisory board.
- Met with Director of Student Activities and Wellness to discuss collaboration opportunities for the semester, September 8
- Teleconference with Chef Medrano to discuss upcoming visit and participation in a holiday "Cooking Spot" series, September 10
- Connected with Arjun Singh to continue discussion on partnering for events to bridge our programs, September 9
- Served as a panelist for the chair academy, September 10
- Connected with grants department to begin the culinary arts mentorship program, September 3 & September 10

- Connected with ISP & SI for culinary arts involvement in the DHIS Grant Celebration event in October, September 8
- Attended the Forum on Global Hunger, September 10
- Meeting with PR social media specialist to create/film content, September 9
- Meeting with Digital Service Manager to develop a SharePoint Job Page for Culinary Arts students, September 16
- Meeting with PR to promote online culinary courses, September 9
- Planning session for the "thanks-for-giving" food pantry fundraiser, September 15
- Cooking Spot Episode- "Grow Big and Grow Home", September 17
- Meeting with OPOD (planning session) for CWPD session, September 16
- Attended PDC, September 17
- Attended the President's Pecan Campus Tour meeting, September 20
- Discussion with Counseling Service Manager on creating new partnership with external organizations to support special needs learners in for credit courses and the development of a continuing education culinary program for different abilities individuals, September 20
- Met with the new Culinary Arts/Business Programs GPS to discuss the program, September 21
- College-Wide Curriculum Meeting, September 22
- Planning meeting with College Connections for November event, September 21
- Presenter Meeting with OPOD for CWPOD, September 22
- Working meeting with team for CWPOD, September 22
- Planning Session for gingerbread house event, September 23
- Planning Session for October 1st Cooking Spot, September 23
- NACEP Documentation Onboarding Session, September 23
- Held breakout session "Catalysts for Collaboration" for CWPOD, September 24
- Confirmed participation in the "Empty Bowls" fundraiser for the Food Bank of the RGV in Oct, September 27
- Connected with Houston Community College and San Jacinto College to discuss visits to their culinary and cosmetology facilities, September 27

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

Major meetings:

- Meeting with BPST Dean regarding CBE - Substantive Change Action Plan, September 1
- Tour of DBT and BPST programs for D. Wilson Construction, September 1
- Meeting with BPST Dean. CBE Prospectus Draft, September 1
- Attended BPST Division Department Chair Meeting, September 2
- Chair Leadership Meeting - Fall 2021, September 3
- AEDT Departmental Meeting, September 3
- Council of Chairs Meeting, September 7
- Attended President's Open Forum - Technology Campus, September 13
- Meeting with Guided Pathway Specialist for Technology Meta Major, September 15
- Attended IE Plan Review Meeting – DBT, September 17
- Meeting/Tour of BPST programs for Vanguard Academy, September 17
- AEDT Departmental Meeting, September 17
- Planning & Development Council, September 17
- Meeting with DBT Program Coordinators to finalize IE Plan, September 20
- Meeting with Texas A & M McAllen to discuss potential partnership with Construction Program, September 21
- Attended Architecture & Constructions-Fall 2021-Sharyland ISD CTE Advisory Committee Meeting, September 23
- Meeting with local MEP engineering firm regarding potential hiring of AEDT students, September 21

Major activities:

- Attended the Lower Rio Grande Valley American Institute of Architects Building Communities Conference, September 9-12
- Coordinated the participation of DBT Coordinators and Assistant Chair in the Lower Rio Grande Valley American Institute of Architects Building Communities Conference, September 1-9

- Collaborated with Continuing Education and IAM regarding the potential creation of NCCER Core Curriculum to be offered through their respective programs, September 1-30
- Coordinated DBT department hands on drone training, September 6-10
- Coordinated the potential collaboration with Continuing Education for NCCER Core Curriculum September 1-14
- Collected Community Organization involvement data from all DBT instructors, September 14
- Collected College Service Hour from all DBT instructors, September 14
- Coordinated with PR to create social media videos for DBT programs, September 16
- Attended College-Wide Professional and Organizational Development Day, Blackboard Ultra Grade Center Overview, Migrating Your Courses to Ultra: Benefits and Options, September 24

Grant Activity:

- Coordination of computer lab availability for installation of Multisim software which will be purchased through the MADISSAR grant, September 1-13
- Collaborated with DBT Assistant Chair to prepare MADISSAR Grant project summary for award ceremony, September 16-23
- Followed up on Request for Applications (RFA) 32021-00010 Building Construction Trades Grant, September 7-13
- Researched potential grant activity using the Texas Internship Grant, September 2-15
- Coordinated Carl Perkins Grant internships with DBT faculty, September 7
- Assisted BPST Project Manager in Perkins Grant reporting, September 8

Notable Accomplishments:

- Student successfully placed with local MEP engineering firm, Sigma HN Engineers, September 22

Human Resources and Office Administration

- Attended BPST Department Chair Meeting, September 1
- Department Chair Kickoff, September 3
- Microsoft Teams Council of Chairs meeting, September 7
- Microsoft Teams Dual Credit Programs Leadership meeting, September 10
- Human Resources and Office Administration Department meeting, September 16
- College Wide Curriculum meeting, September 21
- Sharyland ISD CTE Advisory meeting, September 24
- Attended Beacon Mentor meeting, September 27
- Attended McAllen ISD CTE Advisory meeting, September 28
- South Texas Manufacturing Assoc. meeting, September 28

Public Safety, Fire Science, Paralegal and Public Administration

- Survivor Demo Virtual Reality, September 1
- BPST Division Department Meeting, September 2
- Chair Leadership Meeting, September 3
- STC Bachelor Programs Presentation at RCPSE, September 3
- Faculty advising for Fall registration and upcoming terms, September 6-10 & 13-16
- Council of Chairs Meeting, September 7
- Monte Alto Volunteer Fire Department Training, September 7
- RCPSE Future Heroes 5K meeting, September 8
- RCPSE and City of Pharr Updates Meeting, September 10
- Business Administration Department Meeting, September 10
- Monte Alto Volunteer Fire Department Hand Out Sandbags, September 12

- Mission Volunteer Training, September 13
- Worked on Paralegal IE Plan, September 13-15
- Escrow Credit Mapping Meeting, September 15
- Mid Valley President's visit, September 15
- Su Clinica Migrant Coalition Meeting for Public Administration, September 16

- RCPSE Future Heroes 5k meeting September 16
- Cadet Aerial Climb at Mission FD, September 17
- Mission Fire Department - Fire Academy Aerial Ladder Climb, September 17
- Students participated in Pharr Hubfest, September 18
- Telecommunicators Meeting with Pharr, September 20
- STC Mid Valley Fall Festival titled Around the Library in 80 days, September 22
- Sharyland ISD CTE Advisory Committee Meeting, September 24
- Faculty Senate Retreat, September 25
- RCPSE Future Heroes 5k meeting, September 30

Welding

- Met with BPST Dean to plan and coordinate the upcoming month as well as long term goals/plans, September 7
- Technology Campus orientations, September 13 -15
- Mid-Valley Campus orientation, September 15
- Starr County Campus orientations, September 16 & 17
- Welding booth table modification: Faculty worked on the new tables to enable students to work and prepare for the AWS Testing, September 8-14

- Welding program conducted an orientation with Weslaco CTE students that focused on welding, the career, goals, and student success at Mid-Valley Campus with Coordinator of Dual Credit Academic Pathways. Students and parents were given feedback about the college and the program. Students were also able to visit the welding program shop and discuss their concerns and ideas with instructor as well as the Program Chair, September 22
- Attended the Presidents Open Forum. Welding students had some questions to ask Dr. Solis. Welding faculty had all the students participate the event that took place at the E Building, September 13

- Met with BPST Guided Pathways Specialist (GPS) to plan and discuss the Meta Majors and discuss how the welding program fits into this. We also discussed the changes in the degree plan and discussed the students that are planning to graduate in upcoming semester, September 13
- Instructor worked with the group of faculties that were working on the tables. He demonstrated a tap and die as he threaded the "knuckles" for the arms that will aid students in the welding practice to prepare them for Testing, September 14-17

- Collaborated with the AEDT dept. in a Luncheon that celebrated the service of Faculty Secretary as she moved on to different career ventures, September 24
- Worked with instructors to design a metal art for a civic organization. Owner of Sportsman Boat was presented the sculpture that was created by South Texas College and also recognized the Welding program for the item. The item was created September 1-9, 2021 and presented on September 17.
- Attended the McAllen Middle School, Travis Middle and presented a career fair to 7th and 8th grade students. Students were eager to learn about the program. September 16, 2021
- Program Chair attended the South Texas Manufactures Association Luncheon, September 28
- Certified Welding Inspector (CWI) attended WPQ seminar in Phoenix, AZ. Completed the WPQ (welder performance qualifier) exam and obtained the endorsement, September 12 -16

- Submitted the ATF renewal packet and Self Audit, September 2 – 16
  - Received ATF Renewal, September 27
- Modified ATF Quality Manual to adjust for changes by AWS, September 27
- Calibrated machines prior to testing. The machines are to be calibrated semi-annually. CWI regularly checks the machines additionally to ensure that all are within range so that students are welding with proper machines, September 20 - 23
- Attended Chair Leadership Academy, September 17.
- Program Chair and instructors continued to study for the AWS Test in preparation for an upcoming welding seminar, September 14-17 & 21-23
- Instructor worked with AWS CWI in ordering steel for the upcoming welding Testing. Stamped Steel was ordered, delivered, and stored in the ATF as per the ATF guidelines, September 8-10
- Instructors worked on the welding tables to better assist students at Starr County Campus, September 14-21

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the Texas Association of Higher Education Assessment (TxAHEA) Conference in San Antonio, Tx, September 28 – 29
- Participated in a campus visit with the Vice President from West Texas A&M University to discuss transfer issues, September 30
- Began preparations for Institute #4 of the Texas Pathways Project
- Continued facilitating the grant-funded e-Portfolio Professional Development project

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Communicated with potential speakers for Veterans Speaker Series and traded paperwork.
- Hosted a guest speaker, Irene Silva, virtually to help commemorate Hispanic Heritage Month events. September 22
- Organized meeting with PR to discuss expanding social media for CMAS and its programming.
- Met with City of El Paso officials about accepting an invitation to the Fiesta de las Luces event to be held on September 25, September 2
- Discussed Fiesta de Palmas, scheduled for October 23, 2021 and a date change for Tradiciones 2022 concert with the City of McAllen, September 17
- Discussed next academic year's folklórico and contemporary dance competition to be hosted on February 26-27, 2022 at the McAllen Convention Center with City of McAllen, September 20
- Hosted a group meeting with Ballet to discuss remainder of season's performances and annual Tradiciones Concert series, September 27
- BFSTC participated in virtual VI Festival Internacional de Danzas Folkloricas, cultural fine arts conferences, organized by Instituto de Cultura "Raices del Peru Chepen", a world cultural organization:
    - en honor al "Senor de Huamantanga", September 28
    - en honor al "Arcangel San Miguel", September 29
- Met with Mission CISD Dance Director to help build their program similar to assistance provided to Edcouch Elsa ISD.
- Planned and helped design promotional items for the upcoming season of performances.
- Researched travel opportunities for student dancers including communicating with festival organizers across the United States and Mexico and applying to several locations.
- Weekly virtual meetings 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.

Art

- Art Department hosted its annual Faulty Art Exhibition, installed in the building B Art gallery, September 7 – 23
    - Exhibit may be viewed at: https://spark.adobe.com/page/HbR3wwyEp2Dhp/?ref=https%3A%2F%2Fwww.southtexascollege.edu%2Fart-gallery%2F&embed_type=overlay&context=lightbox-expand

English

- Department Chair attended English Department Leadership Meetings including:
    - Council of Chairs, September 7
    - Liberal Arts Chairs Meeting, September 8
    - Dual Credit Leadership, September 10
    - Liberal Arts Curriculum, September 14
    - I. E. Plan Review with Mr. Brad Davis, September 16
    - College Wide Curriculum Meeting, September 21
    - NACEP Documentation Meeting, September 23
    - English Department Meeting, September 30
- English Program Articulation work continues
- Department Chair published "Erasure, Culture, and the Working-Class" in the September 2021 issue of *The Critical Flame: A Journal of Literature and Culture*, September 28

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

DIVISION DEAN'S REPORT:

- Met with Biology Chair regarding Hidalgo ISD Inventory, September 2
- Facilitated Division Chair Leadership Meeting, September 3
- Attended President's Administrative Staff meeting, September 3
- Attended Coordinated Operations Council, September 7
- Participated in Bachelor Programs Presentation, September 8
- Superintendents' Leadership Meeting, September 9
- Meeting for CBE-IT Recruiting and Marketing meeting, September 9
- Dual Credit Leadership meeting, September 10
- Inside Track/South Texas College Partnership meeting, September 10
- Attended CBE Workforce Programs meeting with Dallas College, September 13
- CBE meeting with Kishwaukee College and South Texas College, September 13
- Co-presented at the Education Workforce Development Committee meeting, September 14
- Attended C-BEN Huddle Webinar, September 16
- Title IX Training with Human Resources, September 17
- Planning & Development Council, September 17
- Participated in the President Welcome Tour, September 20, 21
- Attended College-Wide Curriculum Committee meeting, September 21
- NACEP Documentation On-Board meeting for Fall 2021, September 23
- College-Wide Professional Development, September 24
- Attended College-Wide Workshops, WK#204769: Migrating Your Course to Ultra: Benefits and Options and WK#204770: Migrating Your Course to Ultra: Benefits and Options, September 24
- Worked on MSITB Division IE Plan, September 27
- Attended Academic Council meeting, September 27
- Facilitated with Starfish Administrator, discussion regarding Starfish/Meta Major with Academic Coaches, Student Success Specialist and Guided Pathway Specialist, September 28

BACHELOR PROGRAMS:

BASOL

- Participated in the MSITB Course Expectations meeting, September 1
- Facilitated the Chair IE Review meeting with TMGT and MHSM, September 1
- Participated in the Follow-up IE Plan Review the Director of Institutional and Effectiveness, September 1
- Chair Leadership Meeting Fall 2021, September 3
- Council of Chairs monthly meeting, September 7
- Presented at the STC Regional Center for Public Safety Excellence, September 8
- Attended the CBE-IT Student Recruiting/Marketing meeting, September 9
- McAllen Chamber Ambassador's monthly meeting, September 9
- Competency-Based Education (C-BEN) Board of Directors meeting, September 10
- Participated in the National Society for Leadership and Success New Members Orientation, September 11
- Participated in the Leadership McAllen Class 41 Retreat as a part of the LM Steering Board member, September 11
- CBE Workforce Programs with Dallas College, September 13
- Facilitated the American Association for Women in Community Colleges (AAWCC) Board meeting, Lunch meeting and Drive, September 13, 16, 23
- Ultra-Gradebook review for Capstones with Distance Learning, September 13
- Leadership McAllen Steering Board meeting, September 15

- CB-Exchange Presenter Checklist/Pre-Recording Meeting, September 15
- Facilitated the IE Plan Review for FY2019-2020 with TMGT and MHSM Program Chairs, September 16
- Participated in the College-wide Curriculum meeting, September 21
- Leadership McAllen Education Class Planning meeting, September 21
- Participated in the CBE Planning Meeting with Dallas Community College District, September 21
- Met with the Bellevue University representative to discuss graduate opportunities for our Bachelor programs, September 21
- Volunteered in the 1st, 2nd, 3rd dose Vaccination Clinic as a Faculty Senator, September 22
- Facilitated a meeting with Portfolium's representative to discuss license renewal for the Bachelor programs, September 22
- McAllen Chamber's Good Day Luncheon, September 23
- Participated in the 2020 Excelencia Leadership Annual Follow-Up, September 23
- McAllen Chamber Ribbon Cutting - Smoking Moon Barbecue, September 23
- Participated in the Faculty Senate Retreat, September 25
- Presented information on the BASOL program to employees at King's Plastics, September 28
- McAllen Chamber Ribbon cutting for Fossum Middle School, September 29
- Attended the 2021 Student of the Week Reception, September 29
- Participated in the McAllen Chamber Ribbon cutting for Lift Your Spirits, September 30
- Participated in the CBE Meeting with Texas State University, September 30
- Attended the CBE Huddle: NC-SARA via Zoom, September 30
- Participated in the McAllen Chamber Ribbon Cutting for Promeza Insurance Agency, September 30

Computer Information Technology/Computer Science

- Participated in Virtual Dual Credit Leadership Meeting
- Attended in Council of Chairs Meeting
- Participated in Chair Academy
- Presented in STC Bachelor Programs at Regional Center for Public Safety Excellence
- "Google Career Certificates program Office" Meeting, September 14
- Chair Academy Meeting, September 17
- Facilitated Virtual Department Meeting to finalize IE plan 2021-2023, September 17
- Participated in College-Wide Curriculum Committee Meeting September 21
- Presentation at La Joya (JCEC) to students and evaluate DC faculty, September 22
- Participated in BAT-CIT advisory committee September 22
- Evaluated Dual Credit faculty at La Joya Thelma Salinas STEM ECHS, September 23
- Participated to finalize IE Plans for Computer Science September 22
- Participated in Faculty Senate September 25

Technology Management

- Presented at STC Regional Center for Public Safety Excellence to Police Cadets, September 8
- Participated in CBE/IT Strategies for Student Recruitment, September 9
- Met with Saint Joseph the Worker Personnel to setup recruiting presentation to their Parishioners, September 14
- Participated in CBE Planning Meeting with Dallas Community College, September 21
- Participated at City of McAllen Convention Center Board Meeting, September 27
- Presented at King's Prosperity Manufacturing Company, September 28
- Participated at CBE Meeting with Texas State University, September 30

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended MSITB Course Expectations, September 1
- Presented Dual Credit F2F Sections Meeting, September 1
- Biology Grant Updates Meeting, September 2
- Chair Leadership Meeting, September 3
- Council of Chairs Meeting, September 7
- Attended B2BMED Cohort 2 Welcome Meeting, September 8
- Dual Credit Leadership Meeting, September 10

- Curriculum Management-Chair Training for Academic Programs Online, September 10
- Attended Easy Online Video Editing Workshop, September 17
- Attended If You Built It, They Will Come Workshop, September 17
- Planning and Development Council Meeting, September 17
- STC-UTRGV Bio Meeting on Transfers, September 22
- Attended Biotechnology Committee Meeting, September 22
- NACEP Documentation On-Boarding Meeting-Fall 2021, September 23
- Monthly NSF Grant Faculty Meeting, September 24
- Bio Club Advisors Coordination Meeting, September 24
- Speaker Series Meeting, September 27
- Attended Science Challenges Meeting, September 30

Chemistry

- Attended MSITB Course Expectations virtual meeting, September 1
- Council of Chairs virtual meeting, September 7
- Facilitated the Chemistry department 2021-2023 IE Plan revision meeting. Faculty review planned action items and developed a timeline for beginning/completing the action plans, September 10
- Attended Curriculum Management virtual meeting, September 10
- Dual Credit Leadership virtual meeting, September 10
- Participated in Pena Elementary STC Collaboration meeting, September 14
- Updated Science Olympiad website with date and registration information, September 15
- Created events and description spreadsheet for coordinators of Science Olympiad events, September 16
- Downloaded manuals and picked out events for Science Olympiad, September 16
- Filled out necessary forms for director and tournament for National Science Olympiad, September 16
- Attended PDC meeting, September 17
- Facilitated Chemistry Department meeting, September 17
- Began recruiting coordinators for Science Olympiad events, September 17
- Attended College-Wide Curriculum Committee meeting, September 21
- Updated 2021-2023 Chemistry Department IE Plan, September 23
- Assisted with updating the Physical Science Department 2019-2021 IE Plan, September 23
- Attended the NACEP Documentation On-Boarding meeting, September 23
- Sent out recruitment emails to local middle schools and high schools with tournament info, September 21-22
- Worked on events and designing a form to distribute to event coordinator volunteers to choose Science Olympiad events, September 21- September 24
- Attended College-wide Professional Development, September 24
- NSF Grant Faculty meeting, September 24
- Worked with Lab Coordinator to develop a career ladder proposal for lab personnel, September 28 – 30

Cybersecurity

- Attended the virtual meeting with the MSITB program chairs to discuss course expectations and options to standardize the delivery of exams, September 1
- Facilitated virtual meeting with the team from Malwarebytes to discuss options for the cybersecurity labs on 9/2/2021
- Attended the Council of Chairs meeting, September 7
- Dual Credit Leadership Meeting with Director of Dual Credit and her team, September 10
- College-Wide Curriculum Committee Meeting, September 21
- Attended a government technology webinar: How Fast can Your Organization Recover from a Ransomware Attack?
- NACEP Documentation On-Boarding Meeting, September 23
- MS-ISAC Cybersecurity meeting via WebEx, September 28
- Met with IE Specialist to work on the updates needed for the Cybersecurity IE Plan, September 29

Information Technology

- Faculty attended CBE Marketing Meeting, September 9
- Assistant chair, IT Faculty, and CAAT faculty attended CAAT IE Plan Meeting, September 10
- Dual Credit Coordinator attended Dual Credit Leadership Meeting, September 10
- Assistant chair attended the NICE webinar: The Information Technology Workforce and Skills for the Future, September 15

- Faculty and staff attended College Service Hours meeting, September 16
- Program Chair and Assistant chair attended Technology Campus Leadership Meeting, September 30
- Assistant chair attended Career Exploration meeting, September 30

Mathematics

- Attended MSITB Course Expectations Meeting, September 1
- Faculty attended THECB OER Grant Budget Meeting, September 1
- Faculty attended FOCI 8 Session Meetings, September 1, 8, 27
- Attended Chair Leadership Meeting, September 3
- Council of Chairs Meeting, September 7
- Faculty attended OER Course Implementation and Development Grant Program Orientation, September 9
- Faculty and Staff attended Faculty Advising Certification Training, September 9, 16, 23
- Faculty attended Dual Credit Leadership Meeting, September 10
- Chair attended Catch the Next Leadership Fellows Retreat, September 10
- Faculty attended OER Course Development and Implementation Grant Program, September 10
- Chair attended Corina Pena Elementary STEM planning meeting, September 10
- Faculty attended OER Project Meeting, September 15, 17, 27
- Faculty attended TSI 2.1 Pre-requisite Meeting, September 15
- Chair attended Directors Meeting, September 17
- Faculty attended Title IX Training September 17
- Chair attended Planning and Development Council Meeting September 17
- Faculty attended StatFest 2021, September 18 and 19
- Faculty attended Meet the President, September 20
- Faculty attended College Wide Curriculum Committee Meeting, September 21
- Faculty attended YouTube Best Practices Training and follow up, September 22, 23
- Faculty attended OER Grant Meeting, September 22
- Meeting with HEB about training their employees, September 23
- Faculty attended NACEP Documentation On-Boarding Meeting, September 23
- Faculty attended IE Follow up Meeting, September 23
- Faculty attended Faculty Senate Retreat, September 25
- Chair attended Exam Integrity Taskforce Meeting, September 27
- Faculty attended Advisor Meeting to promote Math Pathways, September 29
- Attended discussion on Advancing DEI Commitments with High-Impact Student Success Interventions, September 29
- Faculty attended Meeting to discuss Rand Grant, September 29

Physical Science

- Attended MSITB course expectations meeting, September 1
- Department Chair and Engineering Coordinator attended the IE Plan review meeting organized by the director of IE. During the meeting the 2021-2023 IE Plan for the Engineering program was discussed, September 1
- Organized a meeting to discuss program specific workshops for the Dual Education Engineering Academy (DEEA) students. The attendees include the engineering coordinator, faculty, and the director of DEEA program, September1
- Organized a meeting with the physics lab coordinator, lab specialists, and the faculty secretary and planned for the F2F and Hybrid sections, September 2
- Attended Chair leadership meeting, September 3
- Chair, engineering coordinator, and engineering faculty attended the Bell program meeting organized by the Iron Range Engineering program, Minnesota State University, September 3
- Attended Council of Chairs Meeting, September 7
- Met with the physics lab coordinator and physics lab specialist to discuss On-Campus sections scheduled at MVC, September 8
- Attended Dual Credit Leadership Meeting, September 10
- Attended Workshop #198620: Curriculum Management – Chair Training for Academic Programs (Online) and Workshop #198619: Curriculum Management – Chair Training for Workforce Programs (Online), September 10

- Met with the department Fulltime Regular faculty and discussed 2021-2023 Institutional Effectiveness Plans, September 16
- Attended Workshop #193414: Faculty Classification: The Basics - History/Background (Part 1 of 3 Part Series), September 17
- Held "Physical Sciences & Engineering: September 2021 Department Meeting", September 17
- Attended Planning & Development Council, September. 17
- Met with the laboratory staff and faculty secretary and discussed the 2021-2023 Institutional Effectiveness Plans, September. 20
- Attended College-Wide Curriculum Committee Meeting, September 21

UNIVERSITY RELATIONS:

- **Agreements in Progress**:
    - Southern New Hampshire University
    - Lamar University Program Articulations
    - University of the Incarnate Word Feik College of Pharmacy
    - Texas A&M University at San Antonio
    - TAMUK BAAS (STC Fire Science to BAAS)
    - StraigherLine
    - Community College of the Air Force
    - TAMU Biomedical Sciences
    - TAMU Engineering
    - Texas Women's University Culinology Program
    - Texas A&M University – Corpus Christi
    - University of Arizona Global Campus
- **Agreements Awaiting Presidential Approval**:
    - Universidad Autonoma de Tamaulipas
- **Agreements Being Edited:**
    - Central Texas College
    - Texas State Technical College
- Completed Pathways Maps for TAMUK
- Promoted the University Relations, Transfer and Articulation Center on social media, ongoing
- Worked with St. Matthew's Episcopal School as a Co-Chair for the Fall Fundraiser (Fiesta), ongoing
- Volunteered as part of the Tres Lago Events Committee, ongoing
- Met with chairs in the Math, Science, Information Technology and Bachelor Programs regarding the course expectations in online courses, September 1
- Presented to the students in the dual credit academies in Weslaco, September 3
- Participated in the President's Administrative Staff Meeting, September 3
- Attended the planning committee meetings for the Middle Management Institute for the Texas Association for College Admissions Counseling, September 9
- Attended the American Association of Women in Community Colleges Board Meeting, September 13
- Met with representatives from Research and Analytical Services regarding IE Planning, September 13
- Attended the Virtual Counselor Update for Texas Tech University, September 14
- Participated in a webinar entitled "The One-Stop Shop: Unifying and Centralizing Resources and Communication," September 15
- Attended the Texas A&M University – Corpus Christi Counselor Update, which was hosted on the South Texas College Campus with the assistance of our office, September 16
- Met with members of the Executive Team from Texas A&M University – Kingsville, September 16
- Presented to students in the dual credit academies on the Pecan Campus, September 17
- Participated in the monthly meeting of Planning and Development Council, September 17
- Attended the Pecan Campus Welcome Tour for College President, September 20
- Established Virtual Transfer Hours which are Tuesdays at 9 AM and Thursdays at 2 PM, September
- Met with representatives from the Early College High School Programs regarding ways that we can partner together to assist students at these schools, September 21
- Met with representatives from Texas A&M University McAllen Higher Education Center regarding the Construction Science program and ways South Texas College programs could feed into it, September 21

- Met with representatives from Williams College regarding ways for them to connect with students and faculty and staff at South Texas College, September 22
- Attended the Collegewide Professional Development Presenter meeting, September 22
- Attended the American Association of Women in Community College Recruitment Mixer, September 23
- Chaired two panels of partner universities as partner of collegewide professional development day, September 24
- Attended a webinar hosted by the Community College Baccalaureate Association on "Community College Baccalaureate Expansion: A Panel Discussion What, Why and How," September 27
- Participated in the monthly Academic Council Meeting, September 27
- Met with representatives from the University of Maryland – Global Campus about the possibility of an articulation agreement, September 27
- Participated in a meeting with Dr. Brad Johnson from West Texas A&M University, September 30
- Attended a Transfer Counselor Update for the University Texas at Dallas, September 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Worked on resolving compliance issues regarding the PTA Program Academic Coordinator of Clinical Education faculty workloads and the CAPTE Standard 3C instructional policies
- Worked on the Carl Perkins Final Report for the period covering March 2021 – August 2021
- Met with president to discuss partnership with DHR for nursing cohort, September 3
- Attended the President's Administrative Staff Meeting, September 3
- Attended the Texas Providers Webinar, September 7
- Reviewed the Texas Board of Nursing's guidelines
- Attended the pre-meeting for the Chair Academy hosted by OPOD, September 8
- Attended the Superintendents Leadership Meeting hosted by the Dual Credit Programs, September 9
- Met with VPAA to discuss the start of face-to-face classes, September 9
- Attended the Dual Credit Leadership Meeting, September 10
- Attended meeting hosted by VP for ISPP&SI to discuss updates for the RCPSE and City of Pharr, September 10
- Attended the Faculty Forum Town Hall, September 13
- Attended the Back to School Series: Getting Better Prepared for Online and Hybrid Learning virtual discussion, September 14
- Met with project manager to discuss education and workforce development committee meetings, September 14
- Attended the NCLEX Pep Talk, September 15
- Met with Student Success Center staff to plan for the upcoming La Joya Career Fair, September 15
- Hosted the NAH Program Chairs monthly meeting, September 15
- Worked on and submitted list of courses and resources which fall under the purview of HB 1027, September 15
- Reviewed the Accreditation Commission for Education in Nursing (ACEN) Report
- Held meeting with program chair for the Diagnostic Imaging Department, September 16
- Attended the Nursing Education During a Pandemic – RN Programs webinar hosted by the Texas Board of Nursing, September 17
- Attended the Planning and Development Council Meeting, September 17
- Met with NAH senior AA to review the division's SharePoint site, September 17
- Held meeting with program chair for the ADN Program to discuss clinical hours, September 20
- Met with clinic representative to discuss opportunities for students, September 20
- Attended the National Commission Education Workgroup Meeting, September 20
- Attended the TADDPNP Nursing Faculty Shortage Support Task Force meeting, September 21
- Took part in hosting the Presidential Welcome Tour and Stakeholders Meeting with Dr. Solis at the NAH Campus, September 21
- Worked on the ACEN 2020-2021 Annual Report
- Attended the Rural Nursing Consortium: A Model for Growing Nurses in Rural America webinar, September 22
- Attended the Nursing Exchange Program meeting, September 22
- Worked on health screening and Dxic tests and procedures

- Attended the NACEP Documentation On-Boarding Meeting hosted by the Dual Credit Programs, September 23
- Worked on completing registration for the 2021 Annual PSJA ISD College Night
- Attended the College-Wide Professional and Organizational Development Day, September 24
- Attended the Future Facilities Needs Meeting hosted by the VP for FAS, September 24
- Reviewed ACEN, NEPIS/CANEP, and IE data
- Attended the Academic Council Meeting hosted by the VPAA, September 27
- Reviewed research on racism in nursing by the American Nurses Association (ANA)
- Attended the Pathways to Inclusive Nursing hosted by Unbound Medicine, September 28
- Attended the A "Future Proof" Campus Starts with Quality Teaching webcast, September 28
- Participated in the hiring committee for the executive director for Public Relations and Marketing, September 28
- Attended the STC Board Meeting, September 28
- Attended the BSN Team Meeting, September 29
- Attended meeting regarding the Free Semester Campaign for the Spring 2022 Semester, September 29
- Attended the Commission on Racism sub-group meeting, September 30
- Attended meeting with Academies and Career Technical Programs regarding dual credit offerings, September 30
- Attended the Climate and Culture – Racism in Nursing meeting hosted by the ANA, September 30
- Attended meeting with VPAA to discuss Spring 2022 Semester course offerings, September 30

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Advisor assistant gave Intro to Nursing Presentation to RNSG 1209.AY4 students, September 1
- Department held six advising sessions with a cumulative total of 180 students in attendance
- Chair attended the Nursing Education During a Pandemic – RN Programs webinar hosted by the Texas Board of Nursing, September 17
- Transition students presented on diabetes and hypertension management at the Transform Your Life screening event held at TruFit Gym, September 27

Diagnostic Imaging Department

- Faculty attended the An Introduction to Gimkit-Like Kahoot but on Another Level! workshop, September 10
- Chair attended the Curriculum Management Chair Training for Workforce Programs workshop, September 10
- Attended the NAH Program Chairs Meeting, September 15
- Faculty attended the If You Build It They Will Come: Simple Tricks to Make Your Online Courses Stand Out workshop, September 17
- Faculty and staff attended the Presidential Welcome Tour, September 21
- Faculty and staff attended the College-Wide Professional and Organizational Development Day, September 24
- Faculty and staff attended the DID Department Meeting, September 30
- Chair submitted the DID 2019 – 2021 End-of-Biennium Report and 2021 – 2023 IE Plan, September 30
- DID Admissions Committee evaluated applications and made selections for the DMS Program AAS and ATC Spring 2022 cohort. The program will be increasing enrollment to 14 students

Emergency Medical Technology

- Chair attended the IE Plan Review, September 3
- Attended the Council of Chairs Meeting, September 7
- PSJA EMT Program Meeting, September 9
- Chair attended the Dual Credit Leadership Meeting, September 10
- Attended meeting hosted by VP for ISPP&SI to discuss updates for the RCPSE and City of Pharr, September 10
- Chair attended the EMT Project Walk Thru, September 14
- Chair attended the NAH Program Chairs Meeting, September 15
- EMT faculty and staff attended EMT Department Meeting, September 17
- Chair attended the Planning and Development Council Meeting, September 17
- Clinical students, under the supervision of faculty member participated in the COVID-19 vaccination clinic held by the Hidalgo County Health Department at the STC Pecan Campus. Students assisted visitors at the sign-in/screening tables and helped monitor vaccine recipients for adverse reactions, September 22
- Chair attended the EMT Planning Meeting regarding CNRME training, September 28
- Chair attended the EMT Program Curriculum Committee Meeting, September 29

Physical Therapist Assistant

- Student PTA Club members distributed copies of the SPTA Club 2021 – 2022 STC Academic Planner (poster) to all STC campuses as well as to individual business sponsors
- All core faculty attended the Online PTA Education Summit, September 2
- Faculty member, participated in the APTA PTA Educators Special Interest Group (PTAE SIG) Teaching Methodologies Community Group sessions, September 2, 16, & 30
- New faculty member, participated in weekly mentoring meetings with core PTA faculty members: Diana Hernandez (classroom management strategies, college/program standards and procedures, student contact notes and referrals), Sharlene Polvado (functional anatomy and rehab procedures course content), and Sayda Ruelas (Blackboard use and online resources), September 7, 10, 14, 17, 21, & 28
- All core faculty attended the CAPTE Online Self-Study Workshop, September 8, 10, & 15
- Faculty and staff launched this year's PTA Student Mentoring Project in which Level II students are paired with new Level I students to provide new students support, encouragement, and help them navigate the unique PTA Program learning process
- Students participated in a "Meet Your Mentor" luncheon, September 10
- Student PTA Club held meeting for the class of 2023 for the election of officers, September 10
- Faculty and students participated in the Future of Physical Therapy virtual conference hosted by the American Physical Therapy Association, September 13
- Faculty collaborated with NAH CLE to provide employment references to support the hiring of a Level II student tutor, September 16
- Student PTA Club held meeting for the class of 2022 for the election of officers, September 20
- Students, faculty, and staff attended the Presidential Welcome Tour, September 21
- Student PTA Club held meeting for the class of 2023 to discuss fundraising, community service, and PT month campaign ideas, September 23

- Student PTA Club held meeting for the class of 2022 to discuss fundraising, community service, and PT month campaign ideas, September 27
- Faculty member, and program chair submitted a total of four reference letters for PTA graduates applying to the UTMB DPT Bridge Program by the APTA PT Central Application System (PTCAS)

- On behalf of PURE Physical Therapy in McAllen, three PTA alumni (c/o 2007 & c/o 2019) delivered several boxes of patient exercise training cards to the PTA Program. The alumni made time to visit with both Level I and II cohorts to answer questions and offer valuable insight, guidance, and advice, September 27
- The PTA Program celebrated the graduation of its first alumnus, Matthew Garza PT, DPT, to successfully complete a doctorate of physical therapy through the bridge program with the University of Texas Medical Branch in Galveston (UTMB Health). The PTA Program entered into an agreement with the DPT Bridge Program at UTMB Health in 2014 which provides the PTA Program with an opportunity to recommend up to two well-qualified graduates per cohort for entry. Dr. Garza was the first PTA Program graduate to be nominated in 2016

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Dean attended Inside Higher Ed Student Mental Heal seminar online. This webcast covered: extent of student mental health problems before the pandemic, all of which are expected to continue; challenge posed by the pandemic to meeting student mental health needs -- and how colleges adjusted their offerings; plans of colleges for reaching out to students when the pandemic is over, September 14
- Attended SBS Division Curriculum Meeting, September 14
- Visited Starr County camps with staff, met with Dr. Montiel and faculty assigned to Starr County Campus, September 15
- Attended online meeting with VP and Deans to discuss Dance Studio, September 15

- Met in person with TAMU-K President and Provost to establish relations and discuss opportunities for transfer and promotion, September 16
- YouTube Show RGV Stars interview Dean, September 16
- Attended online meeting of PDC, September 17
- Attended President's Tour at the Pecan Campus, September 20
- Visited Mid Valley campus, met with Mr. Montez and faculty assigned to Mid Valley campus
- Attended online meeting of DM&I committee, September 23
- Online meeting of NACEP Documentation On-Boarding Meeting. During the meeting, they discussed the required documentation needed to comply with the NACEP Accreditation, September 23
- Attended College Wide Professional Development, September 24

DEPARTMENT/PROGRAM REPORTS:

Child Development

- South Texas College Mid Valley Campus Child Development Center started their new school year on August 16. Our mobile infant and toddler classrooms have grown in enrollment and our pre-school classroom is almost at full capacity! The children, parents and staff have continued to take precautions during this ever-changing time. We also had our annual licensing inspection with no deficiencies were found for the thirteenth year in a row, September 3.
- The Student Club for CDEC provided a session called "Advising for Child Development & Early Childhood Majors" where the program chair reviewed the programs "Talking points" and answered questions regarding the different programs available and graduation, September 16.
- Our Child Development Club Advisors provided a table with snacks and had advising material available about our CDEC programs on hand for students to discuss or take the information with them. We were available from 8 am to 2 pm. We encouraged all students to join our club. This year we will be doing TEAMS session for our members and we are working on two special events one with our community and one for out end of the fall semester.

Criminal Justice

- Assistant Professor Criminal Justice James Blair was recently selected by the Texas Higher Education Coordinating Board to serve on the Texas Transfer Framework Field of Study Discipline-Specific Subcommittee for Criminal Justice. This subcommittee, composed of 40 faculty evenly divided between public two-year and four-year institutions, will consider which courses to recommend for inclusion in the new Texas Transfer Framework for Criminal Justice. The workgroup's recommendations will go to the Texas Transfer Advisory Committee for their consideration. This is a 3-year appointment. The first meeting will be held on the 28th and 29th of September 2021, with further meetings scheduled as needed.
  The purpose of the Texas Transfer Advisory Committee is to develop Core Curriculum and discipline specific Field of Study Curriculum that will be transferable to any Texas public institution of higher education without having to negotiate individual transfer agreements. This will allow students who complete a degree at STC to transfer to a similar program in any public university in Texas and not have to repeat any lower-division coursework.

Political Science

- Department Chair held a department meeting in which they discussed the conversion to Blackboard Ultra, expectations of faculty teaching online, various dual enrollment issues and concerns along with other topics.

Psychological Science

- Department Chair attended an Education Department meeting regarding two initiatives that directly involve and impact our PSYC 1300 students regarding financial responsibility and Grow with Google projects, September 17.
- Psychological instructor Alex Sarabia was selected as RGV Personality of the month for September 2021 by OMGRGV on their social media platforms. (Facebook and Instagram) Each month, they honor an individual from the Rio Grande Valley who excels and goes above and beyond in what they do.

- YouTube show RGV Stars filmed their next 4 episodes. The guests were: Marie Cosgrove (Author & Motivational Speaker, Millionaire who Bought the Company that Fired Her), Dr. Eric Reittinger (Dean of Social & Behavioral Sciences Division at South Texas College), Mario Moreno Jr. (Jiu Jitzo Fighter), and Genyva Salas Monjaras (Singer)
- Psychological Science Instructor Liza Veliz has been elected to serve as the national President Elect of Psi Beta, the National Honor Society in Psychology for Two Year College

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in the Workforce Planning meeting, September 2
- Presented Distance Learning Updates to the Council of Chairs meeting, September 7
- Created and implemented an Action Plan for RSN and ADN proctored testing, September 8-10
- Represented Distance Learning at the Annual Dual Credit Superintendent Meeting, September 9
- Represented Distance Learning at THECB OER grant meeting, September 17, 20, 27
- Met with external consultants, RE ESL curriculum, September 17
- Presented Distance Learning Updates, Academic Council, September 27
- Work meeting with Webmaster, to discuss an institutional status page creation, September 20
- Math Department Ultra Meeting, September 20
- CBE Huddle, NC-SARA Meeting, September 30
- Blackboard Ultra Gradebook Revision Meetings, September 10, 12, 14, 20, 29

DIRECTOR'S REPORT:

- Trained Helpdesk Technologies Full Time staff on Pyramid faculty reporting, departmental reporting, Eesysoft/Impact admin support articles, LTI integrations, and archiving Bb courses.
- Revised job descriptions for helpdesk technicians and collaborated with Human Resources to create a plan for Spring new hires.
- Created a workflow plan to organize the various positions on the technology team and avoid duplication of services.
- Developed Distance Learning instruction guides for Helpdesk Technologies Full Time staff.

PROJECTS:

- First Time Online Student Orientation
  - Distance Learning staff reviewed all students that completed the assessment and sent out Bb Student Orientation Certifications for Fall 2021.
    - Certified 75 students
- Learning Management System (LMS)
  - Batch upload for all Fall 2021 courses and faculty/student enrollments through ILP admin, September 1-30
  - Created 2 crosslist merge sections for Fall 2021, September 22
  - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian.
  - Updated information modules in Blackboard.
  - Added Wiris LTI on staging Blackboard environment, tested and deployed in production, September 30
  - Distance Learning staff assisted faculty with course copies for Fall 2021 courses, September 1-30

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Blackboard Students/Faculty Tickets: 817
    - Helpdesk Phone Calls from DL Staff: 1,018

- Social Intent – Distance Learning Chat 183
- Afterhours Students/Faculty Chats: 42
- Afterhours Helpdesk Calls: 83
- **Total: 2,143**

➢ **Trainings/Workshops/Professional Development**

- Workshops
  - Facilitated the LockDown Browser and Respondus Monitor for Blackboard Original, September 3
  - Facilitated the BlackBoard Instructor App, September 10
  - Facilitated a hands-on workshop for the Jag Studio, September 10
  - Participated in An Introduction to Gimkit Workshop, September 10
  - Facilitated Digital Skills to Master your Blackboard Classroom Workshop, September 14
  - Academic Coach participated in If You Build It, They Will Come Workshop, September 17
  - Facilitated the Pronto Instant Messenger, September 17
  - Facilitated the Easy Online Video Editing, September 17
- Trainings
  - Academic Coach participated in the Faculty Advising, Counseling, Student Success Specialist, Guided Pathway Specialist, Academic Coaching, September 9
  - Academic Coach participated in Faculty Advising: Student Resources, September 16
  - Academic Coach participated in Inside Track Reinforcement Training, September 17
  - Distance Learning staff facilitated Department Services Presentation for the Math Department, September 17
  - Academic Coach facilitated the Using the Online Communication Tools, September 21
  - Academic Coach participated in Faculty Advising: Degreeworks, September 23
  - Academic Coach facilitated the Submitting Blackboard Assignments, September 28
- Professional Development
  - As part of the College Wide Professional Development Day, DL staff provided opportunities for skill enhancement to **449** faculty and staff in the areas of Easy Online Video Editing, Blackboard Ultra Grade Center, and Blackboard Ultra Course Migration, September 24

➢ **Student Success Activities:**

Type of Service	**Number of Students Visits**
General Advising:	107
Telephone/Text Contacts:	72
Virtual Campus Advising Email:	139
Radius Inquiries:	154
Register Students:	9
Enroll Students for Bb Orientation	75
TxDOT Registrations	0
Social Intents – DL Chat	18
Student Contacts for STC Reminders	391
Academic Coach Sessions	63
Total:	***1,028***

DISTANCE LEARNING MEETINGS:

- Held Distance Learning department Technologies Team meeting, September 1,8,15, 22, and 29
- Distance Learning staff participated in SharePoint Overview Meeting, September 1
- Staff participated in Radius/Online Program Inquires Review with College Connections Meeting, September 7
- Participated in the Blackboard TDM Demo for STC Meeting, September 1, 8, 15, 22, and 29
- Director and Helpdesk Staff participated in the Monthly STC Technologies Support Committee Meeting, September 8
- Director and Helpdesk Staff participated in a Pronto Meeting, September 8
- Staff collaborated with CLE Online Specialist, September 14
- Participated in Math Department Monthly Meeting, September 17
- Director and Staff collaborated Weekly/ Monthly Reports Overview Meeting, September 23

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

DEAN'S REPORT:

- Dual Credit Programs hosted the Superintendents Leadership Meeting for STC Administration and partnering school districts with 57 attendees which included presentations on Spotlight on Success, Interlocal Agreement Updates, State of Dual Credit Programs, and Continuous Improvement: Student Success Metrics Data, September 9
- Dual Credit Programs hosted its Annual Dual Credit Leadership Meeting for partnering school district Administrators, Counselors and Support Staff which included a total of 209 attendees. Presentations included State of the Dual Credit Programs, Events and Resources for Dual Credit Students, and Continuous Improvement: Student Success Metrics Data, September 10
- Dual Credit Programs held a Virtual Session: DCF Approval Process via TEAMS for approximately 30 attendees from partnering school districts, September 17
- Dean attended Palmview P-TECH Leadership/Planning Team Meeting, September 20
- Dual Credit Programs hosted Mexico Schools Partnership Virtual Meeting with the three newly signed MOU Campuses: Grupo Educativo Oxford, Colegio Mexicano, Instituto International de Estudios Superiores, September 21
- Dual Credit Programs hosted its Annual NACEP Documentation On-Boarding Chair Meeting, September 23.
- Dean and Director for Academies & Career Technical Programs met with Rio Grande City Grulla ISD Leadership to discuss expanding the dual credit program offerings for the district, September 28

ACADEMIES AND CAREER TECHNICAL PROGRAMS:

- Department held the Dual Enrollment Academy Programs Counselor's Update via Microsoft Teams for 55 school districts Counselors. The virtual event provided an overview of program offerings, recruitment timelines, application process, website and online event request form, along with other program updates, September 10
- Staff conducted review of the Dual Credit Programs Starfish Attendance Verification Report and conducted the following Case Management:

Campus	Case Management Sessions
Pecan	25
Mid Valley	7

- Staff attended the Texas Tech and University of Houston Virtual Counselor's Update, September 15
- Staff attended the Texas A&M University-Corpus Christi Counselor's Update, September 16
- Staff held a Friday Workshop Presentation for Dual Enrollment Academy students, September 17:
  - Pecan Campus:
    - Thirty-eight (38) Seniors attended a workshop hosted by the University, Relations, and Transfer Center Staff, the University of Texas-San Antonio, and University of Bellevue Representative which focused on transferability of courses, application/admission timelines, and available programs.
    - Forty-eight (48) Juniors attended a workshop hosted by the Student Rights & Responsibilities Staff, Center for Learning Excellence, Open Labs, and Library Services Staff

  - Mid-Valley Campus:
    - Thirty (30) Seniors attended a workshop hosted by STC Student Financial Services, which provided an overview of FAFSA, grants, scholarships, student loans, and application timelines.
    - Forty-eight (48) juniors attended a workshop hosted by the Center for Learning Excellence, Open Labs, and Library Services Staff
  - Starr County Campus:
    - Three (3) DEMSA Senior attended a workshop that provided information regarding the STC Biology Club. Additionally, students received a motivational talk from Biology Department Faculty
- Staff attend the meeting with Vanguard ISD CTE Staff at the Technology Campus, September 17

- Staff attended the Texas A&M University-Kingsville Counselor's Update, September 23
- Director attended a meeting with Rio Grande City Grulla CISD Assistant Superintendent and Academic Counselors to discuss Dual Enrollment Academy Program offerings, September 28

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Staff actively hosted advising and training sessions at partnering school districts. Specifically targeting dual credit students with GPA below 2.00 and 2.00-2.50 GPA as a pilot.
- Director and Coordinator attended Palmview P-TECH Leadership/Planning Team Meeting, September 20
- Pathways Staff hosted several student level virtual workshops to share STC resources, tools, etc. for partnering school districts.
- Mid Valley coordinated tours between two partnering school districts in effort to share best practices and systems. La Joya ISD visited Weslaco Calvillo Center to understand Weslaco CTE program as they seek to expand their initiatives.
- Pathways Staff continues to review Fall potential graduation list and make corrections as needed. Deadline to make final corrections to Admissions team is October 8.
- Pathways Staff provided support for the Fall Dual Credit Research Focus Group initiative.
- Director received information from La Villa ISD that they will pursue a PTECH designation for Fall 2022.
- The following meetings were held and/or attended by Staff:

Meeting Type	School/ISD	Pathways Staff
PSJA Memorial Audits	PSJA ISD	Pecan
Edinburg Economedes 12 Grade Audits	Edinburg ISD	Pecan
Fast Track Logistics	STC Enrollment Meeting	Department
Weslaco Joe Calvillo – La Joya cross site visit	Weslaco ISD & La Joya ISD	Director/Starr
PSJA T-STEM 12th grade audits	PSJA ISD	Pecan

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling and Compliance Manager attended and participated in the DegreeWorks meeting to review and discuss items on testing requests log, September 7
- Scheduling and Compliance Manager attended a meeting with Dual Credit Dean and Project Manager to discuss and review the SACSCOC Compliance list and core completion template, September 15
- Dual Credit Assistant locked records for the FLAC: Mini-Semesters; D2 and M6.
- Scheduling and Compliance staff is assessing Spring 2022 by comparing the Fall 2021 sections.
- Scheduling and Compliance Manager attended meeting with Human Resources staff regarding changes on FLAC for Dual Credit Faculty, September 21
- Dual Credit Assistant finalized the Fall 2021 FLAC records and Dual Credit Course Agreements.
- Dual Credit Assistant locked 791 record for regular fall 2021 term; 791 were acknowledged and uploaded by Human Resources Department.

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean attended meeting facilitated by Educational Technologies, September 7
- OPOD Team attended monthly Tech support committee meeting, September 8
- OPOD Team met with hosts and co-hosts in preparation for upcoming College Wide Professional Development Day, September 22

ACADEMIES AND TRAININGS:

- OPOD Manager facilitated training Power Up Professional Development System, September 8
- Associate Dean facilitated Chair Academy, September 10

- Facilitated Coffee Collaborative: Leveraging Starfish to Increase Student Success, September 14
- College Wide Professional Development Day was streamed live-online. Approximately 1450 staff and faculty attended the bi-annual event. There were forty-four afternoon breakout sessions offered. Session topics included *Grading with Heart: how to Design Authentic Assessments and Rubrics*, *Microsoft Forms Level 100, Control-Alt-Delete, Security is Not Complete Without You!* September 24
- OPOD staff assisted three faculty and staff with one-on-one technology training, September 1- 30

PROGRAMS IN DEVELOPMENT:

- Jaguar Academy, October 2021
- Faculty and Staff Awards, January 2021
- Professional Development Week, January 2022
- Adjunct Dual Credit Professional Development Day, January 2022
- Ambassadors Cross Training Academy (ACTA), January 2022
- FOCUS Academy, January 2022
- College Wide Professional Development Day, February 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Attended President's Administrative Staff Meeting, September 3
- Attended COC Meeting, September 7
- Attended Roof Maintenance Meetings, September 8 & 22
- Participated in College Connections Specialist Interviews, September 14
- Attended the Planning and Development Council Meeting, September 17
- Attended Future Facilities Needs meeting, September 24
- Attended Academic Council Meeting, September 27
- Attended meeting to discuss logistics for Career Day Exploration, September 29
- Student Activities hosted various activities:
    - School Supply Promotion Table, September 7 & 8
    - 9-11 Remembrance Ceremony, September 9
    - SGA, SLA & Club Recruitment, September 13
    - CoED & Women's Volleyball Tournament, September 20
    - Hispanic Heritage Celebration Bingo, September 29
- Dr. Ricardo Solis hosted Q & A Session with MVC faculty, staff and students, September 15
- MVC Advisory Committee Meeting was held, September 23
- President's MVC Luncheon was hosted to introduce Dr. Solis to local city and school officials, September 29
- Library Services hosted Family Reading Night Drive-By Parade, September 21

COMMUNITY ENGAGEMENT:

- Attended Weslaco Museum Board of Directors Meeting, September 16
- Had meeting Univision regarding hosting a Halloween Drive at MVC Pavilion for the community, September 20
- Attended Weslaco Chamber Executive Board Meeting, September 21
- UTRGV Recruiter had information table for students needing transfer assistance, September 30
- Texas State Guard held training for guardsman, September 10
- Hosted GEAR UP TAC Meeting, September 23
- US Military hosted information table for students, September 28

ENROLLMENT ACTIVITIES:

- Met with several Faculty, Staff, Student and Community members to assist with campus enrollment.
    - Spring 2022 course offerings meeting with Dr. Anahid Petrosian, September 30
- ECHS staff hosted Automotive, Welding and Diesel Mechanic Department orientation for CATE Weslaco students, September various dates

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Continuing Professional & Workforce Education "Cake Decorating", September 7
- Student Activities & Wellness "Triathlon", September 7
- Student Activities & Wellness "Welcome Week", September 8 – 9
- Student Activities & Wellness "DONUT forget to sign up!", September 14
- Student Government Association Kickoff Event, September 15
- Student/Parent Information Session, September 15
- Student Activities & Wellness "16 de Septiembre Celebration", September 16
- Strategic Planning for ARPA Funding from the State of Texas, September 20
- Student Activities & Wellness "Down Ice Cream", September 22
- Student Activities & Wellness "Madden 22 Tournament", September 22
- Starr County Campus Library "Around the Library on 80 days", September 22
- Student Activities & Wellness "Loteria Mexicana", September 23
- Student Activities & Wellness "It's not too LATTE to join", September 29

COMMUNITY ENGAGEMENT:

- Worked with Roma ISD to encourage CPWE courses for graduating seniors
- Continued work with RGCCISD for CPWE development courses for Spring 2022
- Collaborated with RGCCISD Migrant Program for CPWE participation
- Attended monthly meeting with Starr County Community Coalition online offered facilities for face/face meetings in future
- Visited community businesses for possible use of facilities for Automotive Technology courses while construction begins on campus
- Explored possibilities to offer Welding Program courses in community facilities while construction begins in Fall 2022.
- Coordinated with Starr County Health officials to hold vaccination clinic on campus.
- Coordinated with county newspaper publications to advertise and recruit CPWE faculty
- Coordinated with Career Planning to offer career fair on campus for Dual Credit students.
- Discussed county emergency management protocols with Sherriff Department captain for future storm information
- Discussed possibilities with PR to advertise & promote quality of faculty at the Starr County Campus as community outreach
- Attended local school district school board meetings virtually.
- Distributed masks to face/face faculty to offer students safety if needed.

ENROLLMENT ACTIVITIES:

- Filled position for Community Outreach specialist to work in community primarily school districts to handle enrollment
- Filled position of Campus Recruiter to work with school districts to recruit potential students for Spring 2022
- Filled position of Dual to Degree specialist to work with Dual Credit programs for smooth registration Spring 2022
- Campus Counselor resigned and worked with Counseling Department to offer temporary campus counselor until position is filled.
- GPS staff continued getting Starfish training to better track and assist students register for Spring 2022
- SSS continued training to perform academic advising for bachelor programs.
- Technical Programs enrolled for Spring 2022. Welding, Automotive, Electrician Assistant
- Assisted Math Department provided guidance to install new display case for program promotion.
- SSS & GPS coordinated Priority Registration on campus.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended Council of Chairs Meeting; schedule to present on SB25 requirements but presentation was re-scheduled due to time constraints.
- Attended Degree Works team meeting to provide updates on pending items and work order for Degree Works version 5.0.5.
- Met with Dean of BPST, Director of Continuing Education, and program developer for the Cosmetology program to discuss a possibility for a facility for the program. Discussed possible delay of implementation due to lack of securing a location.
- Met with the Department Chair for the AEDT program to discuss certifications that will be added to the proposal for the Surveying & Geospatial Technology award.
- Attended the Curriculum Management workshops for academic and workforce chairs to assist staff with any questions that would come up.
- Met with Director of Admissions and Department Chair for Law Enforcement to review and update the Prior Learning Assessment manual regarding procedures to award credit for external and internal credit by examinations.
- Met with the Academic Grants & Projects Officer to finish reviewing the Advisory Committee Meeting guidelines and provide feedback and input on revisions to the process.
- Met with faculty from the Liberal Arts division to discuss the program development process for potential development of a concentration within the Philosophy degree.
- Attended the Degree Works meeting to discuss updates and timeline for the implementation of v. 5.0.5 and Degree Works prerequisites.
- Attended the EWDC Board Committee meeting due to an item on the agenda regarding the Juneteenth holiday.
- Met with the department chair for the Law Enforcement degree to discuss the student and department responsibilities regarding the escrow credit for the public safety pathways.
- Attended the Planning & Development Council meeting.
- Attended College-Wide Professional and Organizational Development day and attended the following breakout sessions: "Breath, Move and Connect with Presence" and "Sharing and Collaborating with Microsoft SharePoint".
- Facilitated the College Wide Curriculum Committee meeting for September.
- Presented the AA Early Childhood Education proposal to Academic Council for review and questions.
- Met with the department chair for the Office Administration program to discuss options for the Legal Office Specialist certificate and answer curriculum-related questions.
- Attended the Stellic Demo - an academic audit system similar to Degree Works.
- Attended Ellucian - Degree Works Troubleshooting meeting to figure out the issue with the Dual Credit status in scribing to apply only to dual credit students.
- Updated the AA - Early Childhood Education proposal to include the Dean's approval and forwarded to the OVPAA's office for inclusion in the next Academic Council Meeting; completed the substantive change rubric and forwarded to the SACSCOC Liaison for review.
- Updated the Surveying & Geospatial Technology proposal with the certification information and will be forwarded to Planning & Development Council for review in October.
- Met with Department Chair for Biology, via phone call, to provide information and answer questions regarding the program development process for workforce degrees.
- Completed the one-page brief for the AA - Early Childhood Education proposal to be presented at Cabinet.
- Reviewed and provided feedback on the prospectus for the CBE programs for the BPST division; added content to finalize the abstract page and returned to Dean of BPST.
- Worked on creating a workflow with email notification for submission of Special Topics courses to THECB.
- Continued working on testing for the Degree Works prerequisites; submitted a work order to Ellucian to troubleshoot scribing for dual credit students and the STRE test code; scribed 36 courses in Degree Works prerequisites; Curriculum staff assisted with conversion of the sections in Banner to align with DW prerequisites.

- Created listing of academic programs, by division, at the request of the OVPAA's office; provided information regarding past program development of academic programs.
- Finalized updates to the Prior Learning Assessment manual and forwarded to the SACSCOC Liaison for review.
- Continued testing Degree Works Prerequisites with Admissions staff; opened work order to trouble shoot issue with "P" (passing) and "S" (satisfactory) grades.
- Worked on developing the calendar of activities and deadlines for Concourse Syllabi for Spring and Summer 2022 terms.
- Sent pending CV report for Fall 2021 to Department Chairs and Deans for faculty pending to comply with HB2504.
- Tested the SSRROLL process with DW Prerequisite parameter in PPRD8; opened case with Ellucian to troubleshoot.
- Submitted nomination for WECM review to THECB for the Automotive discipline.
- Completed syllabi compliance report for Fall 2021: percentage was 93% as of September 21.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended DegreeWorks team meeting to discuss testing, pending tickets/issues, and next steps as production date approaches.
- Assisted with the College-Wide Curriculum Committee September meeting.
- Attended College-Wide Professional Development day.
- Audited the Fall 2021 minimester sessions to ensure upcoming sessions include faculty and room assignments if needed.
- Audited the Spring 2022 course schedule to ensure 70% room capacity and 45 minutes - 1 hour in between for cleaning and disinfecting.
- Held a Curriculum-Management - Chair Trainings for Academic Programs in the month of September; total of 23 participants attended.
- Held a Curriculum-Management - Chair Trainings for Workforce Programs in the month of September; total 17 attended.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with ePortfolio AAC&U Grant team to discuss and plan the fall projects and timeline.
- Met with OPOD to review and discuss Chair Academy presentation and agenda.
- Met with ePortfolio Task Force potential participants to discuss the project, timeline and objectives.
- Met with IVPAA to discuss and plan ePortfolio Task Force memorandum and participant list.
- Participated in the following TXAHEA Assessment Conference sessions:
    - Student Self-Assessment and Its Effect on College Success
    - Designing and Aligning Signature Assignments to Improve Success on the THECBs's General Education Outcomes
    - Curiouser and Curiouser: Using Alignment to Impact Program Outcomes
    - Transforming the Assessment Process via Technology
    - General Education Speed Dating, What's That?
    - Program-Level Improvement Reports Using Teams and Word
    - Measuring the Value-ADDEed by General Education
    - A Picture's Worth 1,000 Words: Telling Your Assessment Through Data Visualizations
- Participated and presented at Academic Council Meeting.
- Met with HR to discuss needed documentation to facilitate a staff member's resignation
- Met with Learning Outcomes Specialists to complete 2020-2021 Staff Appraisals.

- Provided Learning Outcomes Team with an Argos Report and PLO Assessment Plan data entering training. The information will be added to the department handbook of operations.
- Participated in the College-Wide Curriculum Committee Meeting.
- Participated in the Planning and Development Council Meeting.
- Met with Director of Student Rights and Responsibilities to debrief over Core Strength data sharing throughout the College for participants and added Outlook application.
- Participated on College Connection Specialist interview committee.
- Met with Director of Student Rights and Responsibilities to debrief over summer intensive training and discuss future opportunities.
- Participated in President's Administrative Staff Meeting.
- Participated in 9/11 Remembrance Ceremony at the Pecan Campus.

- Met with IT Application Analyst to review JagPRIDE technical issues and discuss a timeline for solutions.
- Met with the Director of Student Rights and Responsibilities to review the progress of the Communication, Conflict Resolution, and Mediation Training.
- Met with an 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 IT Reporting Analyst to discuss Argos reporting options to include term sessions for JagPRIDE data entry auditing.
- Met with IT Applications Analysts to discuss JagPRIDE data load, review potential new data, and impact on mass activity inserts.
- Met with IE Director to review and discuss the 2019-2021 and 2021-2023 IE Plans.
- Met with IT Analysts to review pending JagPRIDE service/data tickets and discuss options with a feasible timeline. Mass Activity Insert Admin Roll-Over capability has been postponed to spring 2022 with further research on Argos reporting options.
- Met with program chairs to assist with IE Plan reporting. Provided training over OneDrive data resources and JagPRIDE.
- Met with Director of Student Rights and Responsibilities to debrief over summer intensive training and discuss future opportunities.
- Met with IT to revise timelines of projects and the impact of the ODS migration on JagPRIDE.

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps: Drafted redesign of curriculum map to integrate Course Learning Outcomes to scope and sequence alignment to Program Learning Outcomes with additional alignment to NAH accreditation standards. Pending follow-up department meetings to finalize scope and sequence, review targeted improvement plans, discuss needed revisions, and alignment to Concourse.
- Budget: Planning 2021-2022 encumbrances.
- 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 and make further revisions to 2021-2023 plan.
- JagPRIDE PLO Rewrite: IT research in process to enable mass activity insert roll-over of activities to subsequent semesters. Researching Argos Reporting options. Update is scheduled for spring 2022.
- Website: Planning the structure and design of each page and needed elements.
- Academic Affairs Comprehensive Operational Plan – Drafted end of year report and revised timeline based on meeting recommendations. Completed supplemental online survey. Planning meetings with departments to review and discuss the data.
- Concourse Learning Outcomes Update: Pending department meetings to standardize learning outcome information by division to ensure consistent documentation/reporting for the master syllabi, JagPRIDE, and PLO Assessment Plans.

Reports:

- Completed Financial Literacy reporting for Student Activities and Wellness IE Plan.
- Completed Liberal Arts 2018-2021 PLO reporting for IE Plan.
- Completed ALC report for courses/events by campus and weekly utilization for Educational Technology IE Plan

- Completed Business Administration 2019-2021 PLO data by faculty in all programs for IE Plan and accreditation reporting.
- Completed Communication 2018-2021 Core Objective data for IE Plan.
- Drafted revisions of 2019-2021 and 2021-2023 IE Plans.
- Completed 2020-2021 Staff Appraisals.
- Drafted JagPRIDE PLO and Core Objective course alignment report for fall 2021 with sessions. (Sessions are not currently available in JagPRIDE or Argos).
- Completed revisions to 2020-2023 PLO Assessment Plans.

GRANT & PROJECTS:

- Met with Director of Student Activities and Wellness to discuss Financial Literacy reporting request.
- Met with Adams State University to discuss Title V Grant projects and possible resource sharing in the future from their current DHSI Grant for student learning.
- Met with Educational Technology to discuss ALC use reporting for 2019-2020. Report and graphs for each campus, ALC, weekly hours of use for courses and events drafted.
- Collaborating with program chairs, faculty, and campus schedulers to schedule fall 2021 and spring 2022 courses in the ALCs.
- Collaborating with departments and campus schedulers to schedule future events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Continued editing chamber lists for Sponsorship Information mailout. Submitted September ads to Texas Border Business, Mega Doctor News and SOCIALIFE Magazine. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $20,450.00
    - Pledges: $5,000.00
    - In-Kind Donations: $26,000.00
- **Retention** – Assisted students with degree plans and preparing for graduation/transferring.
- **Meetings** – Held the Valley Scholars monthly meeting on Friday Sept. 3rd at 12:00pm. Held the Valley Scholars Officer meeting Sept. 29th at 2:00pm.
- **Scholarship** – Sent post-census scholarship report to the financial aid office.
- **Administrative –** Submit status update for 2020-2021 Comprehensive Operational Plan. Submit final draft of 2019-2021 End-of-Biennium I.E. Report. Submit first draft of 2021-2023 Biennium I.E. Report. Follow up with Starfish flags after first wave of faculty progress reports. Attended Academic Council Meeting on Wednesday, Sept. 25th at 2:00pm.
- Attended the College Wide Professional Development Day General session on Friday, Sept. 24th at 9:00am. Co-hosted the two CWPOD Starfish breakout sessions on Friday, Sept. 24th at 1:30pm and 3:00pm. Attended the Coffee Collaborative: Leveraging Starfish to Student Success on September 14th at 9:30am.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent mass email invitation to students that qualified.
- **Meetings** – Held PTK monthly meeting on Sept. 30th at 4:30pm via Teams. Held weekly officer meetings every Sunday at 3:00pm via Teams to work on College Project and Honors in Action Project
- **Scholarship** - Submitted candidates for Golden Opportunity Scholarship
- **Administrative**- Submit membership transfer requests for new students who were formerly enrolled at another college

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.

- **Retention** – Checked-in with honors students after the first two weeks of class.
- **Administrative** – Confirmed post-census day enrollment. Collect any remaining faculty documents

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Guided Pathways Specialists Inquiries Meeting, September 2
- CLE discussions on Starfish Usage for Tutoring Referrals, September 3
- Council of Chairs Meeting Presentation, September 7
- Director of Research and Analytical Services, evaluate data and develop reports for DHSI Grant reporting requirements, September 8
- DHSI Grant Coordinator, Year 1 Objectives review and evaluation, September 9
- Starfish Tech Account Representative, review account expectations, September 9
- NAH Guided Pathways Specialist discussion on future flag design, usage, and cohorts supporting the Nursing programs, September 10
- Director of Distance Learning collaboration to correct Blackboard and Starfish communications issues with tech support tickets and integration of new LTI for Ultra courses, September 13
- Starfish Liaison Mapping, process Mapping, September 16
- QEP Director discussion on updating roles and relations, September 15
- Planning and Development Council, September 17
- College-Wide Professional and Organizational Development Day- Fall 2021, September 24
- Academic Council Meeting, September 27
- EAB Webinar "Strategies for Engaging Faculty in Student Progress Feedback through Navigate and Starfish", September 28

PROJECTS:

- Fall 2021 Dual Credit Attendance Surveys final preparation and review for deployment, introducing new resource concern flag for Dual Credit Instructors, reviewing course additions/merging's
- OPOD Workshop
    - #200058, Starfish Attendance, Flags & Notes, Faculty and Staff
    - #200061, Starfish Attendance, Flags & Notes, Faculty and Staff
    - #193018 Coffee Collaborative: Leveraging Starfish to Increase Student Success
    - #193414 Faculty Classification #1 History & Background
    - CWPOD Presenter Meeting
    - #193719 CWPOD
    - # 201846 Starfish is Here! Presentation
    - # 201847 Starfish is Here! Presentation
- EAB Starfish Technical Support for Data Integration and Evaluations, Analyzing data and reports from student rosters, Starfish Technical Support Meeting and production techniques
- Faculty Presentation Design and review for Training Sessions
- Starfish Support Ticket for LTI, integrations for the LTI completed with deployment for Starfish communication with Ultra Course design
- Presentation for Academic Coaches and Meta Major Deployment for Dean Math, Sci, IT & BA Programs
- Finalize and submit data and research from Year 1 of DHSI grant objectives to External Evaluator, working with data analysis and production to complete the final submission for baseline data

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Potential Grant Funding for Bachelor Programs -- Attended Bachelor Programs meeting to discuss possible grant funding; the Bachelor programs are interested in funding resources to help them develop new innovative ways for students to build their comprehensive and critical thinking skills through simulation – such as utilizing a virtual platform that provides students with scenarios wherein they can provide solutions to real-life problems. Some of the software tools discussed, in addition to Oculus, were Game-ology; Game Maker, Nation Simulator and others. For now, it was recommended that the Bachelor programs submit RDMC's 10 form so that RDMC can help identify funding for the project. The Dean also recommended the group meet on a weekly or monthly basis and that research of other institutions or articles be conducted and evaluated before moving forward.
- The Child Development and Early Childhood department submitted an application for the Child and Adult Care Food Program to the Grants office for the President's review/approval. The grant is funded through the Texas Department of Agriculture; funding typically begins on October 1, 2021, and runs through September 30, 2022. The requested amount of funding is in the amount of $60,275.60. The Texas Department of Agriculture has awarded grant funds in the past to support the Mid-Valley Campus Child Development Center and help serve nutritious meals for the children enrolled at the Center.
- Perkins Basic –
    - Reviewed information/data submitted by some of the Program Chairs/project managers for the final report. Worked on a draft of the final report, which will be submitted to RDMC for review by the deadline of September 9th.
    - Finalized the Report draft and uploaded to the Grant's SharePoint for review and feedback. The draft was submitted by the deadline of September 9th. Provided support with the Semi-Annual Certifications for both BPST and NAH by creating the forms and submitting them to the Grants office for electronic signature approvals. Worked on FY22 Perkins spreadsheet and working on the reporting spreadsheet, which will be sent out to the respective departments next week.
    - Met with the RDMC Perkins Specialist to review the AA Division's draft of the Perkins Final Report; Specialist provided feedback and recommendations. Edits were made to the final draft, updates, and supporting documentation were uploaded to the RDMC Perkins SharePoint. Project Manager is currently working on the Perkins Inventory, which is due Wednesday, September 22nd.
    - Based on feedback from the Grants office, the Perkins Final Report draft was updated. Followed up with Deans and/or Project Managers regarding additional questions the Grants office had regarding the report. Reviewed email from RDMC regard the flowchart draft.
    - The Inventory Disposition list was finalized and submitted to the Grants office. The Grants office requested changes on the final report, which were done in a timely manner. Worked on Perkins grant timelines and a draft of a guidebook to be utilized by the AA Division.
- RAND Grant
    - Met with Math Instructor to discuss RAND grant and changes in PI and FM. Dr. H. Amro will now he serving as the PI for the grant and will be supported by Veronica Dominguez; The grant activities will move forward as planned with anticipated end date of May 2022.
    - Met with Grant accounting and followed up with emails to discuss changes in PI for RAND grant.
- THECB OER Grant – Reviewed various emails regarding faculty special assignment NOEs. Faculty will receive stipends to develop OERs for the Math Department. Because the Grant Accounting Department has not assigned an Org./ Fund code for this grant, I followed up with HR for guidance. The NOEs will be submitted for approvals; once approved, HR will hold on to the NOEs, and will not process them until the Org./Fund codes have been assigned.
- AAC&U Grant – An extension from end of August to end of October was approved by the grantor. Reviewed and approved various NOEs. These NOEs are for faculty special assignments, who will be working on the project starting in September and completing by October.

INITIATIVES:

- Finalized draft of VPAA's 2019-2021 IE Report, which will be submitted to VPAA for review and feedback. Worked on revising draft of VPAA's 2021-2023 Plan, which I hope to submit next week as well. Both were submitted to the VPAA for review and feedback.
- Worked on the draft for the Perkins (FY21) Final Report, which is due to the Grants office on September 9th. Received information from NAH, which will be entered; still pending BPST's information.
- Advisory Committee Meeting Project:

- Met with Dean for BPST, Project Manager and Director for Curriculum & Instruction to review the Advisory Committee Guide. The meeting was very productive and edits were made to the document. The team will meet again next week to review the draft one more time and finalize for VPAA review and approval.
- Met with Dean for BPST, Project Manager and Director for Curriculum & Instruction to review the Advisory Committee Guide. This was a follow-up meeting since the group was unable to finalize the edits during the first meeting. The team was able to review the draft and provided changes. The committee also recommended separate instructions be created for external Advisory Committee Members. These two drafts along with a draft of the training presentation were forwarded to the VPAA review and feedback.
- Reviewed the Advisory Committee Audit Checklist and Summary Report; made edits/changes, which will be submitted to the VPAA for review and feedback next week.

- Met with Project Manager to review the AA Division SharePoint, which will be used to provide information across the AA Division about FLAC, data sources, grant information, Advisory Committee guidelines, etc.
- Participated in the Intel AI for Workforce meeting to learn about Intel AI for Workforce program content, Train-the-trainer information, which begins October 4. Several colleges and universities across the nation are already taking part in the program. More information can be found through the following link: https://www.intel.com/content/www/us/en/corporate/artificial-intelligence/ai-for-workforce-us.html
- Participated in the BIRCH 2-day Fall Workshop: *Data Privacy and Data Ethics.* The sessions included various scenarios of student data or projects being used and how it may or may not affect FERPA regulations, depending on the circumstances.
- Participated in the Faculty Advising Certification Training.
- Participated in a workshop entitled *Building a Bridge to Employment: Aligning Career Pathways from Student, Program, and Employer Perspectives*. The workshop provided a holistic view about how institutions can align workforce needs of students, community college programs, and employers, drawing on data collected during the Covid-19 pandemic. The workshop included a brief discussion about the attitudes of young adults and expectations for training opportunity and success. It also included student perceptions about local labor market opportunities and highlighted survey data collected in 2020-2021. Findings about community college offerings and labor market alignment were presented, and included data-driven insights into non-credit program coherence and quality, the alignment with credit programs, and how well students are actually prepared for the workforce from an employer hiring expectations. A link to the supporting reports and studies for the presentation is as follows: https://news.ets.org/stories/bridging-education-to-career-pathways-to-improve-access-and-opportunity/
    - Other information that was shared for improving alignment, was to consider the following
    - Key Areas of Focus:
        - Noncredit and credit alignment
        - Engaging employers and creating partnerships
        - Finding ways to partner with new sectors
        - Determining whether Pell funds should be used with short-term training programs qualification
        - Ensuring transparency of program offerings
        - Helping students make informed career decisions
- Worked on the Open Grant Report and will be sending out requests for updates/status to all grant PIs next week.
- Participated in TWC's workshop entitled *Beyond Traditional Apprenticeship – The How and Why*. The workshop featured speakers from the public and private sector who discussed building career pathways through Registered Apprenticeship. The workshop spotlighted two employers and their journeys into incorporating apprenticeships at their firms. The Texas Workforce Commission also discussed how the agency's program partners can better support Registered Apprenticeship programs across the state. They also provided a brief discussion about how funding opportunities can be used to enhance and support Registered Apprenticeships.
- Participated in Excelencia in Education's 2020 Leadership Annual Follow-Up, the Faculty Advising Certification Training.
- Finalized the Open Grant Report for August 2021, which will be presented at Academic Council.
- Finalized Advisory Committee Meeting spreadsheet, which includes results from the audits. This will also be presented at Academic Council. Working on finalizing the PowerPoint presentation for an Advisory Committee training. Met with OPOD briefly to discuss the workshop and request support. Provided Checklist, Guidelines, and Audit Checklist to the Program Managers, and they will, in turn, share the information with the Deans and Program Chairs.

- Participated in College-Wide Professional Development Day and also volunteered to Co-host the afternoon sessions.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Completed and submitted Status Report for FY 20-21 Comprehensive Operational Plan
- Completed final revisions to ANWTS sponsorship two-page editorial ad
- Completed final revisions to VPAA article for the Faculty Senate Newsletter
- Continued to coordinate updates to Cybersecurity programs booklet
- Continued to develop content for 2020-2021 Faculty Spotlight
- Coordinated upload of documents to Academic Affairs Webpage
- Finalized (3) PowerPoint presentations for Superintendents Leadership Meeting
- Revised and reformatted proposal for Dual Credit Programs
- Assisted OPOD with College-wide PD Day
    - Development of agenda
    - Created content for video #1
    - Created video #2
    - Revised opening PowerPoint Presentation
- Coordinated updates of STC Occupational Skills Awards webpage
- Reviewed and edited Narrative for EWD Committee Meeting
- Finalized PowerPoint presentations for EWD Committee Meeting
    - Division of MSITB
    - Bachelor Programs
- Reviewed and provided both content and edits for AA in Early Childhood Education program development packet
- Reviewed and revised communication to Dual Credit Partners RE: Spring 2022 Enrollment Timeline
- Updated letter for Student of the Week
- Continued to assist with development of PowerPoint presentations for EWD Committee Meeting
    - Division of Liberal Arts
    - Division of Social & Behavioral Sciences
- Developed organizational chart of Child Development/Early Childhood awards
- Assisted with revisions to Advisory Committee Meeting Checklists
- Began coordinating STC & UTRGV Collaborative meeting
- Began updating STC Workforce Programs booklet
- Continued to develop 2021-2022 Academic & Workforce Programs flyer
- Finalized agenda and handouts for Academic Council Meeting
- Reviewed and revised content for draft rack card created by STC Public Relations & Marketing
- Submitted potential story idea to STC Public Relations & Marketing

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 contract types: 90, OV, 45, NA, DC, PS
    - Ran PEPFLAC for part of terms: 1, D2, K1, M2, M6, M9, N1, N5, N9
    - Total jobs to be uploaded for compensation: 872
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH/STRC: Office Administration Classrooms and Labs
    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
    - Pecan Campus: PB-10B Engineering Model Car Workshop
    - Technology Campus: Master Plan for buildings A and B

    - Technology Campus: Cosmetology Program
    - Move/Setup Request for Faculty and Staff
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage) – Completed
    - Pecan Plaza: Dojo/Yoga- Hallway- Completed
- Continue working on design for the Graduation Banners
- Continue working on updating Grade Appeal Procedures
- Continue summarizing information pertaining to Student Complaint submitted via portal
- Continue working on job descriptions for new and existing positions
- Worked with Office of Admissions and Records regarding Title IX student case
- Finalized Carl Perkins Inventory Report
- Finalized FY20 and FY21 NAH ADN Faculty Salary Expenses
- Submitted job description and posting request for Academic Advancement Support Specialist

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
- Continued assisting OPOD with Fall 2021 College-wide Professional and Organizational Development Day booklet artwork
- Began updating 2021 Cybersecurity booklet artwork and content
- Continued working on 2021 Faculty Spotlight booklet
- Continued working on Academic Divisions' Graduation Banner redesign
- Began updating 2021 Cybersecurity booklet artwork and content
- Reviewed and finalized the A Night with the Stars promotional ad design for the September editions of Texas Border Business and Mega Doctor News publications
- Continued working on South Texas College Workforce and Academic Programs Flyer Design
- Reviewed and finalized the A Night with the Stars Spotlight Page for SociaLIFE magazine October issue
- Worked on flyer designs for the Office of Professional and Organizational Development
    - Create and Collaborate Using Padlet - Workshop 200493
    - Tilting Assignments to Improve Student Success – Workshop 196452

MEETINGS:

- Virtually attended the Coordinated Operations Council meeting, September 7
- Met virtually with Dean for BPST, Director of Curriculum, and AIPO to review and discuss Advisory Committee Meeting Guidelines, September 7
- Met with AIPO to discuss SharePoint page for Academic Initiatives, September 7
- Met virtually to discuss Title IX Student Cases, September 13
- Attended EWD Committee Meeting, September 14
- Met virtually with Dean for BPST, Director of Curriculum, and AIPO to review and discuss Advisory Committee Meeting Guidelines, September 15
- Met virtually to discuss the Fall 2021 Commencement Ceremony, September 15
- Met virtually with IVPAA, Dean for LA, Dean for SBS, and Theatre/Dance Chair to discuss expansion of Dance Studio, September 15
- Met virtually with Application Development Manager to discuss Account Provisioning Dual Enrollment faculty and FLAC module, September 17
- Attended Presidential Welcome Tour at Pecan Campus, September 20
- Met with FPC and contractor to conduct Pecan Plaza Kinesiology Renovation Substantial Completion Walk-Through, September 23
- Met with President, VP's, Campus Administrators, and FPC to discuss future facility's needs, September 24
- Attended College-wide Professional and Organizational Development Day, September 24
- Attended Academic Council Meeting, September 27
- Attended virtual meeting to review and discuss the Dual Credit NOE and FLAC FMs for Dual Credit Programs, September 28
- Met virtually to discuss and review Title IX Student Cases, September 29
- Met with IVPAA and Deans to discuss the Spring 2022 course offerings schedule, September 30

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: OCTOBER 1, 2021

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

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Banner 9 upgrade project which consists of enhancing the self-service module, as well as an upgrade to the Oracle database is well under way. The Payroll Distribution Report and Sick Leave Pool will be the first set of Banner 9 self-service apps to go live in the month of October. Additionally, the Student Obligation acknowledgments continue to be tested by the functional team and will go live in the spring. The work on the next set of apps will continue through the rest of the year and is expected to be complete by the end of 2022. The Oracle 19c database upgrade is on schedule to be complete in February 2022.

JAGNET

No changes during this reporting cycle. 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 DegreeWorks upgrade project work was complete, and the new version went live after census day to avoid inconvenience to students. The Apps Dev Team began working on the next phase which will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements including the creation of online what-if scenarios for transferring course work. The STC Team will continue the conversation with Texas A&M Kingsville, UTRGV, and Alamo College as possible partners for this project.

OFFICE 365 MIGRATION

No changes during this reporting cycle. The MS Teams adoption continues to grow among students, faculty, and staff who use this solution to conduct virtual meetings, classes, online symposiums, conferences, and outreach events among others. Additionally, the Social Intents virtual lobby continues to expand as the IT Team continues to provide training and set up the virtual lobby for additional faculty and staff who wish to use the new solution in combination with MS Teams to support students from home.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team installed and configured a test environment which includes virtual servers and database software to be able to replicate critical data at TJC. The data STC-TJC data replication process was tested in parallel to the STC Pecan-Starr campus data replication without any issues. The IT Team will continue to monitor these processes in the test environment and start preparing the TJC production environment for deployment. Once the database replication has been completed the IT Team will move forward to start configuring and installing the Banner application at TJC.

The IT Team met with the Facilities & Maintenance Team to continue with the pre-construction plans for the new gas generator for Pecan Building M. The new gas generator will replace the existing generator that runs on diesel for only 12 consecutive hours and also the fueling

services have proven to be unreliable in bad weather conditions. The engineers will provide possible construction dates since building M will lose power for half a day so the Teams may plan accordingly. However, the completion deadline remains to be January 2022.

VIRTUALIZATION PHASE II

The IT Team completed the server and video card setup required for virtualizing and deploying virtual applications such Solidworks. Other applications such as AutoCAD and Paint are being virtualized and added to the virtual apps pool and the Team will work with Open Labs and CLE to get the website link to computers district wide. This will allow students to use these virtualized applications from any computer in the district.

The IT Team configured the list of Engineering students for the Fall and has been monitoring the performance and utilization of the virtual environment. The IT Team will continue collaborating with the Engineering Department to assist with any questions they may have and make sure students continue to have the best experience possible utilizing the virtual environment.

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 90% 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

- Gathered reports and requirements for two audits conducted by Carr Riggs & Ingram (CRI).
- Developing the Cybersecurity Awareness Month, theme and schedule, each week a general email will be sent out to all faculty and staff.
- Schedule to Table Top Exercises with key folks.
- 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. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS, AND STRATEGIC PLANNING

SACSCOC

- Dual Site Monitoring - Scheduled meetings to review Spring and Summer course schedules.
- SACSCOC Reaffirmation 2021 – Prepared agenda, itinerary, made hotel reservation, coordinated and met with campus administrators/high schools and, granted SharePoint access to SACS committee member.
- CBE SACSCOC Prospectus – Worked on Sections 8 and 9.
- Change of Address (High School) – Sent paperwork to request a change of name to Mid-Valley High School to SACSCOC.

MEETINGS / TRAININGS

- Superintendents Leadership Meeting.
- Dual Credit Leadership Meeting.
- IRESP Administrators Weekly Meetings.
- IRESP Staff Weekly Meetings.
- Strategic Planning 2021 Biennium Update – Completed CWPOD presentation.
- College-Wide Professional Development – Participated at CWPD breakout sessions.
- Planning and Development Council – Prepared, discussed, and scheduled a list of topics, and provided an update on membership.
- Citi Training Certification.

PROJECTS

- QEP Status Update – Provided FTIC by meta majors report and memorandum for the stipend to QEP Director.
- Carl Perkins Planning – Discussed integrated CTE planning.
- Data & Planning Academy – Collected ideas for modules, discussed and finalized themes and, created presentation.
- Departmental Procedures – Developing departmental procedures.
- Strategic Planning 2021 Biennium – Updating strategies by academic divisions and booklet.
- Research Agenda – Discussed agenda with RAS and, collected responses for enrollment research agenda.
- Data Dashboards - Participated in a demo from EAB.
- Management & Integrity Committee – Discussed surveys with Garner's analyst, completed a portion of the survey, discussed the dual-process map and, discussed process map.

MISCELLANEOUS

- Submitted Weekly Reports to ISPP&SI.
- RAS Staffing – Reviewed and discussed IR Analyst job posting with HR.

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report.
- Xitracs – Created a report in Excel to identify which departments are missing information.
- 2019-2021:
    - IE Cycle - IE Plan Progress Tracking.
    - Submission Track Status – Indicated departments/divisions training attendance.

    - Identifying Effective IE Plans.
- 2021-2023
    - Rubric Templates Report.
    - Submission Track Status – Indicated departments/divisions training attendance.
    - IE Objectives Analysis.
- Final IE Report Data Findings.
- SACSCOC Ongoing Activities – Discussed on-site visit and, upcoming program development activities that will require a prospectus.
- CCSSE and SENSE Results Analysis - Results of the Spring 2021administration of the CCSSE are now available, including the key findings and detailed reports.
- Provided IE Reports Data Support.

MEETINGS / TRAININGS

- QEP Follow-up – Shared the QEP comprehensive operational plan status report for 2020-2021along with the status report on the 16 items included on the QEP activities timeline, with adjustments for year two and the responsibilities chart for both formative and summative evaluation data/evidence.
- Data Management & Integrity Committee - All members participated in the completion of the first and second sections of the Gartner survey to assess the maturity level of our data management.
- Division (IEA & RAS) Weekly Meetings w/ Dean on Updates & Planning.
- IEA Staff Weekly Meetings.
- PDC - Organizational meeting to establish the purpose and charge of the group and the expectation of group-led presentations.
- President's Administrative Staff Meeting - Presented due dates for COP status reports and IE plans (for 2019-2021 and 2021-2023) along with materials to help in the completion of COP status reports.
- Coffee Collaborative (Occasional Leadership or Participant Role) – Topic: Starfish: Past, Present, and Future.
- Chair Academy Presentations –
    - Coordinate with RAS and OPOD to align presentation development with VPAA parameters.
    - Clarify topics and discussed potential pre-workshops assignments for program/department chairs.
    - Potential topics for an assignment for the Chair Academy session to be led by RAS and IEA.
- IE Data Timeline –
    - Timing of data portal updated for IE plan purposes.
    - Producing enrollment, graduation, and persistence data based on the census data.
- IEA Training to IEA Analyst.

FACTBOOKS AND DATA PORTAL

- KPIs and SAGs – Worked on fall enrollment updates for factbook and data portal.
- Licensure Report – Worked on the passing rates updates to be used in the IE plan findings.
- Enrollment Reports –
    - Updated the enrollment by major, by enrollment type, and by campus.
    - Updated and posted on the student enrollment composition and the course enrollment reports.
    - Updated and posted the non-traditional enrollment by workforce programs report.
- Course Success, Persistence, and Graduation Reports -
    - Updated and posted the fall to fall persistence rates by major, the pass rates, and grade distribution.
    - Updated and posted the degrees awards and the graduate awards by AY reports.
    - Updated and posted the fall to fall FTIC persistence report.
- Stakeholder Satisfaction – Posted the updates for CCSSE 2021 key findings and the higher education data-sharing consortium (HEDS) report.
- Data Portal SharePoint Site Management – Worked on the site access/report access management and updated site settings.

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support – Updating SAGs/KPIs.
- QEP Assessment Data Support - Worked on the QEP cohort tracking - fall 2020 and fall 2019.
- Substantive Change Support –
    - Discussed the status of the CBE prospectus and those courses approved for CBE prior to the SACSCOC virtual on-site visit.
    - IE plan review regarding the potential percent of programs to be offered after the pandemic.
    - Provide a revised cover checklist for submission of new/revised academic programs.
    - Review of the revised prior learning assessment manual for further discussion.

- Ad Hoc Data Discussions with RAS and/or STC Constituent(s) - Discussed the graduation rate request submitted by INDS. Further discussions about the tracking of students receiving the $1700 incentive for enrolling in fall 2021.
- FTIC Cohort Data Preparation – Coordinated with RAS for the fall 2020 report.
- IE Plan Objectives and Strategic Directions for OPOD - Discussed the option of using the COP master spreadsheet for analyzing common initiatives across the College.
- Census Data Collecting and Reporting – Collected census enrollment data sets, provided the enrollment composition data, the enrollment, graduate, and persistence data for fall 2021 are available on the data portal.

MISCELLANEOUS

- College-Wide Professional and Organizational Development Day – All IEA staff participated in general and workshop sessions.
- IEA Weekly Reports to ISPP&SI.
- CWPOD Presentation Preparation – Provided support for the CWPOD workshop presentation.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- College Board - Big Future College Profile
- Fall 2021 Campus Enrollment Report
- Fall 2021 Headcount and Credit Hour Report
- IHEP Degrees When Due (DWD) Interim Reporting - edits
- IPEDS Completions
- IPEDS Institutional Characteristics Survey
- IPEDS 12 Month Enrollment Survey

SURVEYS

- Annual fraud Survey
- Ascender Survey
- Electrician Simulation Assessment Survey
- FAS Employee Feedback Survey
- PTAP Surveys
- Public Safety CPR Programs Survey
- Tech Students Survey
- VR Lab Assessment Survey

QUALITATIVE STUDIES

- Dual Credit Qualitative Study
- Embedded Tutoring Qualitative Study

DATA REQUESTS

- All departments with courses, enrollment, actual contact hours for FY 2021
- CBE sections
- Demographic information for INDS in Fall 2021
- DHSI academic coaching data
- DHSI Grant Data - online tutoring
- Dual credit CTE students at Technology Campus in Spring 2019 matriculation rate to STC in Fall 2021.
- Dual Enrollment Academy Program's students' term to term persistence for 2019-2019, 2018-2020 and 2019-2021 Cohorts.
- Enrollment SCH comparison Falls 2019-2020-2021
- Fall Board Enrollment Report (Slides)
- Fall 2020 FTICs by meta-major report with student information
- Fall 2020 Starfish Tracking Report
- Fall 2021 enrollment analysis
- Fall 2021 Financial Aid Awarded - National Telecommunications and Information Administration
- Enrollment percentages for HVAC and Electrical Technology program for Fall 2019, 2020 and 2021.
- Fall to Fall Retention Valley Scholars
- Fall 2021 census meta-major report
- Fall 2021 FTICs mapped to meta-majors

- Fall 2021 MSITB Division census enrollment by program
- FISAP/DOE Report - 2021 Enrollment
- Full Time Student Equivalent - Appropriation per FTSE 2020-21
- Grant data/info on workforce programs
- High School Senior Enrollment
- How many students in MATH0100 with 5 on T2MD
- Information for MATH0100 and MATH0442
- Information Technology Assistant Program Fall 2021 Student Contact
- IPEDS Completions
- IRB Guanzon - Student List
- IRB Cross - Student List
- List of FTICs for Fall 2021
- Lumina Foundation's Metrics
- Pass/Fail rates for INRW0304 students co-enrolled in English 1301 and History 1301 in Fall 2020 and Spring 2021
- Pass/Fail rates for INRW0304 students co-enrolled in English 1301 and History 1301 in Fall 2020 and Spring 2021
- PSYC major's information
- Report all departments with courses, enrollment, actual contact hours for FY 2021.
- SI analysis Fall 2020 and Spring 2021
- Starr County AA and AS Graduates Historic - Contact Info
- Starr County Residence Bachelor Grad. Contact
- Starr County Students Persistence, Award, Transfer data by Term and Student Type Fall 2020 -Summer 2021.
- Starfish intervention analysis Fall 2020
- Starfish Tracking Report Fall 2020, Spring 2021, Summer 2021
- Statistical Supplement 15-16
- THECB Organizational Leadership CBE report
- Three-year graduation rate for INDS majors Fall 2018 cohort
- 2022 Estimated Population for Hidalgo County and Starr County

MEETINGS

- BUGs Monthly Meeting
- CTE Success Alignment Discussion
- CWPOD Day
- DM&I Committee Meeting
- DM&I: Dual Data Cleaning
- Dual Data Process Mapping
- EAB Edify Demonstration
- ELPT Equipment Assessment
- Gartner Interaction WebEx call with Gartner Analyst
- IRESP Weekly Meeting
- NTIA grant Meeting
- PAS Meeting
- PDC Meeting
- Quantitative Research Team Meeting

OTHER RESEARCH/SUPPORT

- Board Enrollment Report presentation updates
- CWPOD Day presentation
- Data Academy Planning
- DM&I Committee: Dual Data Cleaning - Fall 2021 schedule
- HEDS response rate computation
- New IRB form
- RAS IE Plan edits
- Review of Evidence Based Granting documents for State Grants

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 50%	**End Date:** December 2021
Library and Learning Support Services (LLSS) staff coordinated with Facilities Planning and Construction (FPC) 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. Coordinated data drops and power requirements for temporary operations. Revised some locations for temporary library operations. Worked with FPC staff to submit institutional move requests.		

ACTIVITY HIGHLIGHTS

- Worked on presentation for Library & Learning Support Services Group Advisory Committee meeting.
- Participated in President's community welcome event at Mid-Valley Campus.
- Worked on layout for Library and Learning Support area of Technology Campus renovation plan.
- Researched intellectual property policy practices in academic institutions.
- Worked on presentation for Library & Learning Support Services Group Advisory Committee meeting.
- Participated in President's Visit to Nursing & Allied Health Campus.
- Chaired Texas Council of Academic Libraries (TCAL) 2021 Online Conference and Meeting.
- Completed and submitted IE 2019-2021 Biennium Report.
- Researched intellectual property policy practices in academic institutions.
- Participated in President's Visit to Mid-Valley Campus.
- Worked with Risk Office to set up mask distribution points in STC libraries districtwide.
- Prepared and delivered a presentation to PAS on the status of the library hotspot lending project.
- Worked on Texas Council of Academic Libraries (TCAL) Conference planning.

MEETING HIGHLIGHTS

- Participated in meeting with Palmer Hamilton representative regarding maker space plans
- Participated in meeting with working group to discuss possible update of intellectual property policy.
- Participated in College-Wide Curriculum Committee Meeting.
- Participated in after-action review meeting with Cadence following Texas Council of Academic Libraries Conference.
- Participated in Planning & Development Council meeting.
- Coordinated with colleagues from LLSS, PR & Marketing, and Student Services to discuss strategy to support students who applied but did not pass TSI test.
- Participated in meeting with Resource Development, Management, and Compliance Office.
- Met with LLSS administrators to discuss status of work on pending projects and upcoming projects.
- Participated in Coordinated Operations Council meeting.
- Participated in preparation meeting with speakers and presenters for TCAL Conference.
- Met with VP ISPPSI and President to confirm preferred version of Pecan Campus Library renovation and expansion plan.
- Met with Learning Commons & Open Labs Staff to review progress on the makerspace project.
- Met with colleagues from LLSS, PR & Marketing, and Student Services to discuss messaging to students about the availability of learning support services.
- Met with IT and LLSS managers to discuss status of LLSS technology projects.

TRAINING HIGHLIGHTS

- Participated in College-Wide Professional and Organizational Development Day Trainings.
- Participated in training on Covid-19 Delta Variant.
- Participated in webinar Ithaka webinar entitled that "Ithaka S+R Community College Library Director Survey: Pre-Release of Findings."

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- THECB OER Grant

- Hotspot Devices
- Records Retention
- Renovation
- TCAL Conference
- NTIA Grant
- TSLAC Grant
- T-Mobile - Hotspot
- Performance Appraisals

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# 8,499
- Discovery Search Visits# 2,940
- Active Community Users # 93
- Visitors # 23,495
- Reference/Research: 24
- Non-Reference/Research: 6
- Library Art Gallery Events # 1
  - Attendance In Person 25
- Library Events # 1
  - Attendance Synchronous # 96

Events and Library Art Gallery Highlights

ARTchitecture

Artists: Current & former AEDT Faculty and students	**Location: Technology Library**	Date: Mar. 1 – Dec 10

"ARTchitecture," features photographs, renderings and drawings by former and current students and faculty in the AEDT program.

RGV Nature Photography Exhibit

Valley Land Fund	**Location: Starr Library**	Date: Aug. 23 – Dec. 17

South Texas College's Library Art Gallery presents the "Rio Grande Valley Nature Photography Exhibit," featuring sixteen photos in collaboration with The Valley Land Fund taken by professional photographers in the region.

Art in Action – Community Project

STC Art Students	**Location: Bethel Garden** **1322 S. 16th St., McAllen**	Upcoming: Oct. 6 & 7

STC Art students working with community group and the City of McAllen to paint four murals at Bethel Garden in the themes of Faith, Hope, Love, and Unity.

Why Volunteer?

Speakers: Marla Bautista and United Way	**Virtual (Zoom Webinar)**	September 1st, 4PM – 5PM
Source: Faculty Request	**(Lydia Bean/ Education)**	**Attendance:** 96

Volunteer advocate Marla Bautista and the United Way of South Texas presentation - The benefits of volunteer work and altruism. Online presentation on September 1st at 4PM.

Call for Artwork – Recycled Materials

STC Art Students	**Location: Pecan Campus Library**	Date: Oct. 1 – Dec. 10, 2021

South Texas College's Library Art Gallery asks students, faculty, staff, and the public to send artwork made from recycled materials for an upcoming exhibit about nature. The exhibition will feature two local nature artists, Brittney Luna and Jessica Monroe, plus entries from the community. The deadline to enter the exhibit is September 27, 2021, and artwork must be made from items that would have otherwise end up in a landfill or recycling center.

https://library.southtexascollege.edu/south-texas-college-is-accepting-artwork-made-from-recycled-materials-in-new-nature-exhibit/

Call for Artwork – Tlacuachismo 2021!

STC Art Students + Community	**Location: Mid-Valley Campus Library**	Deadline: Oct. 11

In partnership with the STC Mid-Valley Art Department, South Texas College's Library Art Gallery presents a community art exhibition for tlacuache (opossum) themed artwork–expanding from a previous STC exhibit held in 2003-2006. Thoughtful to our ecosystem, the tlacuache name has gained popular track and is used by the Rio Grande Valley community for personal humor and quirky fascination. In this exhibit, we will see artwork that defines this and look at the many ways the artists approach the theme and engage the visitors.

https://library.southtexascollege.edu/south-texas-college-announces-tlacuachismo-call-for-art/

Permanent Art Collection Exhibit

Former exhibiting artists	**Location: Pecan Bldg. A Atrium**	Sept. 15, 2021 – Dec. 10, 2022

South Texas College's Library Art Gallery and the Office of Public Relations and Marketing present twenty-seven works of art from the college's Permanent Art Collection in the Pecan Campus Building A. Atrium. Curated by STC's Coordinator of Community Relations, Francisco Perez, this collection includes paintings, printmaking pieces, ceramics, photography, and sculptures and thematically highlights local customs, arts, cuisine, architecture, and people.

https://library.southtexascollege.edu/south-texas-college-library-art-gallery-transforms-bldg-a-atrium-with-a-new-exhibit-from-the-permanent-art-collection/

Fall Festival

A Welcome Back Bash at the Library	**In-Person (All campuses)**	**September 20 - 23, 2021**

Come get acquainted with the STC Library! Whether you're new on campus or want a refresher on what your library can do for you, all are welcome to our Fall Festival. Collect your blank ticket at the door, travel around the library collecting stamps, and turn in your completed ticket for a prize while supplies last!

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 55%	**End Date:** Fall 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.		
CLE Departmental SharePoint Site	**Progress:** 95%	**End Date:** September 2021
Create a departmental SharePoint site where staff can access key resources, such as communications, files, and departmental Power Apps. All subsites have been connected to the departmental hub site, and the team is testing security groups for restricted files.		
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 – 85% Phase II – 25% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team has completed imports of all Open Labs furniture items and admin and staff trainings have been scheduled for next week.		
Library Faculty Portal	**Progress:** 1%	**End Date:** May 2022
Create a Power App that allows faculty to request library support for a wide range of services through a single portal and a corresponding Power App for staff to manage faculty requests. Several services have been identified and individual team members have been selected to meet with stakeholders and build each module.		

ACTIVITY HIGHLIGHT

- Fall Festival "Around the Library in 80 Days"
- Outreach Presentation for Weslaco ISD Early College High School
- Presentation Preparation for Breakout Session Workshop #205141
- Library Instruction Sessions for Organizational Leadership
- Registration Verification for Hotspot Program
- Nursing and Allied Health Scholarship Applicants Review
- Library Orientations for Respiratory Therapy Course
- Records Retention Project
- Videos and articles submitted for Pharmacy Technology Program
- 2021 Fall – Sept Dept Math Meeting Presentation
- CWPD Instruction Session Presentation Preparation
- Hotspot Reports – Templated created by Systems Team for Hotspot Team – ongoing
- Hotspots Procedures Manual – ongoing
- Weeding General Collection Project – ongoing
- Part-Time Staff Employee Manual – ongoing
- OER Bootcamp – ongoing
- Course Guides – Completed
- Texshare statistics report - completed
- Library Video Project
- Library Instruction sessions - for Organizational Leadership, Art Appreciation, and Art History
- New Permanent Art Collection Exhibit installation in Building A

- Family Reading with South Texas Literacy Coalition book request
- Library Tours
- Coordinated College Wide library presentations.
- Staff cataloged HVAC kits for Technology Campus Library.
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Employee Performance Appraisals
- New MOU with Heating, Ventilation, and Air Conditioning (HVAC) – Backpack Kits
- Course Guide part 2 – Architectural & Engineering Design Technology (AEDT)

MEETING HIGHLIGHTS

- Mid Valley Campus Advisory Committee Meeting
- Connecting People to Resources Meeting
- Records Retention Workgroup Meeting
- Bethel Garden Task Force Meeting
- Volunteer Co-Host Meeting
- Liaisons/Instruction Team Virtual Meeting
- THE CB OER Grant Progress Meeting
- Art History Faculty Meeting – Library orientations/projects
- OER Course Implementation and Dev Grant Program Orientation Confirmation Meeting
- Faculty Request Form Meeting
- LPCS/CLE Social Media Setup Meeting
- Staff Appraisals Meeting

TRAINING HIGHLIGHTS

- Shared Leadership: How Better Team Dynamics Can Improve Organizational Effectiveness
- College-Wide Professional and Organizational Development Day
- Web Checkout Training
- Staff members attended Workshop #201744: Records Management Training.
- Staff members attended virtual training, "If You Build it, They Will Come."
- Staff members attended the training on Easy Video Editing with Distance Learning.
- Staff member attended the TCAL Annual Conference.
- Staff member attended the virtual training, "Soft Skills for Librarians."
- Staff member attended the virtual training, "Futures of Digital Libraries."
- Staff member attended the virtual training, "Critical Conversations."
- Staff member attended the virtual training, "Mastering Self-Leadership."
- Staff member attended the virtual training, "Overcoming Overwhelm."
- Staff member attended the virtual training, "Introduction to Gimkit."
- Staff member attended the virtual training, "Asking Productive Questions."
- Staff member attended the virtual training, "Using Science Fiction to Improve Your Business."
- Staff member attended the virtual training, "Instagram: Remix on Reels."
- Staff member attended the virtual training, "Chatbot—No or Low Code AI"
- Staff member attended the virtual training, "Non-fungible Tokens: Building Digital Value."

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held departmental weekly one-on-one meetings with the Open Labs Analyst, Logistics Managers, and Administrative Assistant.
- The Director hosted the Learning Commons & Open Labs monthly Leadership Team Meeting.
- The Director attended a one-on-one meeting with the Dean of Library and Learning Support Services to discuss updates from the Learning Commons & Open Labs.
- The Director attended the IT Project Status Review Meeting hosted by the Dean of Library & Learning Support Services.
- The Director attended the President's Administrative Staff Meeting.
- The Director held departmental meetings with the Pecan Logistics Manager and Open Lab Specialist to discuss the Makerspace.
- The Director held a departmental meeting to discuss IE Plan 2019-2021 trainings.
- The Director held meetings and completed FY 2020-2021 Performance Appraisals for Direct Reports.

- The Director attended a meeting with the Director of Institutional Effectiveness, Assessment, and Accreditation to discuss the LCOL IE Plan.
- The Director attended a meeting with the Fine & Performing Arts Department on the Mission CEED collaboration.
- The Director reviewed cost estimates associated with the Makerspace.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director held a departmental meeting to review the College-Wide Professional Development Day presentation, Aligning with Programs to Meet Student Software, Hardware and Technology Needs.
- The Director attended a training on WebCheckout hosted by a WebCheckout representative.
- The Director attended College-Wide Professional and Organizational Development Day and presented on Aligning with Programs to Meet Student Software, Hardware and Technology Needs.
- The Director held a departmental meeting with the Pecan Logistics Manager to discuss Makerspace furniture.
- The Director attended a meeting with Palmer Hamilton, Lone Star Furnishings, the Dean of Library & Learning Support Services, and Facilities Planning & Construction to discuss furniture for the Makerspace.
- The Director met with Librarian III - Systems & Apps to discuss VDI background.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs staff completed and submitted Performance Appraisals for FY 2020-2021.
- Disposable mask locations have been set up in the Learning Commons & Open Labs.
- The Learning Commons & Open Labs conducted research into creating the Makerspace in a virtual reality environment.
- Lockdown Browser and PacketTracer were updated at Pecan F-134.
- The Pecan Logistics Manager met with PR to discuss the Learning Commons & Open Labs photography needs.
- The Learning Commons & Open Labs staff participated in the Library Fall Festival.
- The Learning Commons & Open Labs Leadership Team attended a training on WebCheckout.
- The Learning Commons & Open Labs staff attended and presented at the College-Wide Professional and Organizational Development Day.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- SEPTEMBER 2021 ATTENDANCE STATISTICS: 3,558

	Number of Students	Number of Logins	Laptop Checkouts
District Totals:	**4,999**	**12,679**	**23**

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	1074	2524	
Nursing and Allied Health Campus	1086	3036	
Pecan Campus	1656	3836	19
Pharr Regional Center for Public Safety Excellence	69	458	
Starr County Campus	462	1135	1
Technology Campus	652	1690	3

OPEN LABS PRESENTATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	2
Pecan Campus	2
Nursing and Allied Health Campus	2
Pharr Regional Center for Public Safety Excellence	1
Starr County Campus	10
Technology Campus	4
Total:	**21**

JagPrint - Printing Report

Sep 1, 2021 to Sep 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	684	4516	27169	96	620	3429	780	5136	30598
NAH	806	6022	44844	421	2688	10571	1227	8710	55415
Pecan	1221	7008	50169	229	1064	5951	1450	8072	56120
RCPSE	68	691	8850	2	9	13	70	700	8863
Starr	268	1245	9869	24	68	438	292	1313	10307
Tech	463	3918	12235	23	146	523	486	4064	12758

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics — **September 2021**

- Tutoring Sessions:
  - In-Person: 1,299
  - Online: 435
  - In-Class: 710
- Assignment Review: 1,321
- Supplemental Instruction: 476
- Visitors: 15,646
- Workshops: 16
- Workshop Attendance: 338
- Independent Study: 1,436
- Starfish Flags addressed: 128
- CLE Information Requests: 47

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus — **Progress: 85%** — **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 arrived. Old computers have been removed and glass boards have been delivered. New furniture has been delivered. Waiting on computer and Clear Touch installation. Printer has been installed. Reaching out to ET to setup the stand for the Clear Touch.

NSF Grant Year 2 — **Progress: 90%** — **End Date: December 2021**

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. Tracking program for participants is being developed. Reporting tool for NSF grant funded tutors has been created and submitted to Project Manager.

CLE Marketing Fall 2021 — **Progress: 30%** — **End Date: December 2021**

Flyer for Game Night has been distributed through Faculty and staff email. CLE Game Nights have been added to the student club activities calendar. CLE presented to faculty and staff at CWPOD Day, Friday September 24th. PR recorded a Jaguar Talk video with Academic Coaches. CLE Upswing Tutoring Video has been uploaded to "My STC" on Blackboard for all students.

Tutor Training for FY2021-2022 — **Progress: 10%** — **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Meeting to plan for Spring 2022 training has been held and follow up has been scheduled.

TSI Resource Marketing — **Progress: 15%** — **End Date: November 2021**

Pending the webpage launch, implementing a strategy to market TSI resources to Dual Credit stakeholders. Collaborating with Student Affairs and Enrollment Management to market TSI prep resources to prospective dual credit and traditional students who were not TSI ready. Post card design has been finalized.

IE PLAN PROJECTS HIGHLIGHTS

IE Plan Objective 1: Increase Access to CTE Learning Support Services

Assess support needs of RCPSE and MVC for CTE student support — **Progress: 60%**

IE Plan Objective 1 — **COP (2020-21) 2** — **End Date: Dec 2021**

CLE has reached out to MVC LVN program to promote CLE services. CLE has also met with RCPSE Librarian and Open Labs to determine resource needs. NAH and MVC Coordinator scheduled spoke at VN Orientation on Aug 23. RCPSE Specialist received Drone Pilot Certification. RCPSE Specialist gathering supplies for tutoring sessions. RCPSE Specialist partnered with the library for an event, held tutoring sessions, and discussed a remediation measure. Discussions underway with Pecan Coordinator to create a shared full-time SLA to support writing at all three campuses.

Repository for NAH Student Support resources at Academic Coach page		**Progress: 26%**
IE Plan Objective 1	**COP (2020-21) 2**	**End Date: June 2022**

APA resources have been developed, videos have begun to be created and writing team met with academic coaches to review the Libguides platform. Video creation and posting schedule continues. Added additional workshops to resources. Met with Pecan Specialist for video editing techniques and quality control.

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		**Progress: 5%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: August 2022**

Add additional virtual tutoring support for MATH 1442, CHEM 1412, and BIOL2401. Hiring of additional online tutors for year 2 has begun.

Virtual CLE Quality Assurance		**Progress: 98%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: October 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 the 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. One hundred percent complete with updating all CLE tutor profiles and picture day has been completed at Pecan and Tech. Picture day at other campuses will be scheduled.

IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Update Focus Group Protocols for Embedded Tutoring		**Progress: 70%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: December 2021**

A meeting has been held with analyst. Focus group protocols are being developed and follow meeting has been scheduled.

Quantitative Assessment of Embedded Tutoring		**Progress: 20%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: January 2022**

Pilot an assessment of the correlation between participation in ET and course performance. Developed and trained staff on Excel spreadsheet for tracking Embedded Tutoring attendance and participation.

Assess Student Satisfaction of Embedded Tutoring & SI		**Progress: 5%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: December 2021**

Distribute and assess student satisfaction for Embedded Tutoring and Supplemental Instruction through a qualitative survey for Fall 2021.

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 5%**
IE Plan Objective 4	**COP (2021-22) 7**	**End Date:**

Plans to collaborate with faculty to develop trainings for Student Learning Assistants on various topics. Coordinator of College Success has volunteered to conduct trainings for the CLE. Logic Model has been scheduled for October 29th.

Additional COP Objectives

TSIA Preparation Resources		**Progress: 98%**
IE Plan Objective: N/A	**COP (2020-21) 4**	**End Date: November 2021**

Research with the TSIA 2.0 has been completed; Collaborate/coordinate with other campus units who offer TSIA support. New workshop page mockup has been created by Library Technical Services. Final details are being added to the new workshop webpage where TSI resources will be hosted. CLE staff is meeting with Library Technical services staff has created a timeline for the release of videos. Four new videos will be completed and new website will be available by November.

EVENTS HIGHLIGHTS

National College Learning Center Association Conference	**Event Dates: Sept 28-Oct 1**

Some CLE full-time staff attended the National College Learning Center Association Conference. The conference focused on "Forging Academic Success" and covered a variety of topics such as "Virtual Tools in Learning Centers," "Fostering Leadership: A Student Supervisory Role in Learning Centers," and more.

CLE Presented at CWPOD	**Event Dates: September 24**

The CLE Staff presented at College-Wide Professional and Organization Development Day. "Fostering Student Success: The CLE and Upswing" showcased how the CLE adapted to offer online tutoring to STC students. The presenters covered how to utilize Upswing and how faculty could use the platform to track their service hours within the system.

CLE Game Nights	**Event Dates: September 10 & 17**

The CLE continues to host Game Nights to promote services throughout the Summer and Fall semesters. A Student game night was held: Friday, September 10th at STARR Campus. An Interdepartmental game night for staff was held on Friday, September 17th at Pecan Campus.

OTA Gallery Walk	**Event Dates: September 13 & 14**

CLE participated in an event where the OTA Seniors presented and articulated OTA concepts related to aging, to faculty, staff, and students. Participants were given a rubric, with which to score the projects and presentations. The presentations assit students in showcasing information they have learned in the program.

MEETING HIGHLIGHTS

- OPOD CLE Presentation Reviews
- Online Tutoring Appeals Committee Meeting
- Upswing Orientation with Faculty
- Meeting with Campus Administrator
- Academic Coaches Meeting
- SharePoint Meeting
- Upswing Meeting
- Upswing Testing Meeting
- Not TSI Ready Enrollment Campaign meeting
- Upswing monthly check-in
- TSLAC Texas Supports Libraries Grant interest meeting
- TCH campus student incident meeting
- TSI Resources Updates Meeting
- LLSS Collaboration Meeting
- OPOD Presentation Planning Meeting
- OPOD CLE Presentation Review Meeting
- Dual Enrollment Academies Presentation
- MVC Coordinator met with faculty for Upswing Profile Setup
- Tech & STARR Coordinators met with RAS Qualitative Researcher

- TSLAC Grant meeting
- NAPE Equity Grant Update Meeting
- CLE HUB and Leadership SharePoint Site Meeting
- LLSS Admin Meeting
- Met with ADN Faculty to discuss Dosage Calculation and Remediation
- Met with College Success Coordinator to discuss workshops
- Met with Respiratory Chair to discuss Embedded Tutoring
- Met with PTA Chair Lab assistant meeting
- Met with Pharm Tech Chair to discuss accreditation meeting
- Starfish Meeting
- Spring 2022 Tutor Training Day Planning
- Tutor Appreciation Week Planning
- Tutor Appreciation Distribution Meeting
- PR Jag Talk Walkthrough with Academic Coaches
- Tutor Appreciation Donation Meeting
- TSLAC Grant Narrative
- Supplemental Instruction Meeting
- OPOD Upswing Demo Meeting
- CLE Services and Space Presentation and Meeting with PSJA Dual High School Dual Enrollment Student Virtual Tour
- Academic Coaches Meeting
- Onboarding Process for AC
- CLE Jaguar Talk Video Recorded
- JagTrax Modifications Project Meeting
- DHSI Debrief Meeting
- Upswing Assignment Review Webinar check-in
- Upswing Assignment Review Webinar presentation
- CWPOD Presenters Meeting
- CWPOD Presentation Practice Meeting
- MVC Advisory Committee Meeting
- Open Lab Technology specialist meeting for Visual Impaired student software
- TSI Video Project Update
- Shared FT SLA Meeting
- Upswing Request Review Meeting
- Meeting with NAH Academic Coach
- NAH Remediation-Academic Coaching Meeting
- Workshops Review-Academic Coaching Meeting
- SI Leaders Meeting
- TTD Spring 2022 -The Great CLE Race
- Upswing Profile meeting with Criminal Justice faculty
- Upswing Profile meeting with Political Science faculty
- Mid Valley Library & Learning Support Services Coordination meeting
- Met with ADN faculty to discuss Remediation support
- Met with Open Labs to discuss faculty presentations for OPOD
- Met with Pharmacy Technology Chair to coordinate SACS visit
- Workshops LibGuide Update meeting
- TSI videos update meeting
- Tutor Training Day planning meeting
- Pecan tutor trainings meeting
- Pecan Tutor Appreciation Week planning meeting
- Logic Model training planning
- Department Chair meeting: Political Science
- DHSI reporting meeting
- DHSI external evaluation meeting
- Online tutoring update meeting (DHSI)
- Upswing monthly meeting
- Upswing mental health modules vetting meeting

TRAINING HIGHLIGHTS

- GimKit Training
- Coffee Collaborative: Leveraging Starfish to Increase Student Success
- Specialist Supervisory Training
- Faculty Volunteer Tutoring in Upswing Training
- College-Wide Professional and Organizational Development Day
- Upswing webinar: Assignment Review
- CWPOD Co-host training meeting
- MS Teams for Faculty
- DHSI Debrief
- Biology Faculty Upswing meeting/training

EVENT HIGHLIGHTS

- Welcome Week
- CLE Student Game Night
- Dosage Cal Workshops
- Club Recruitment Fair
- LVN Huddle
- OTA Gallery Walk
- Interdepartmental CLE Game Night
- MLA Workshops
- Club Recruitment Fair Participation
- CLE Presenting "Fostering Student Success: The CLE and Upswing" CWPOD presentation
- Academic Coaches Interactive Reading Workshop
- Library Fall Festival Tabling
- Presidential Public Forum
- Academic Coaches Test Taking Skills Workshops
- Academic Coaches Time Management Workshop

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation completed
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand 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
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 9/03/2021: ET Leadership Meeting, IT Project Status Review Meeting, FDDLC Meeting, President's Administrative Staff Meeting
- 9/07/2021: COC Meeting, ET Project/Leadership Meeting, VidGrid Discussion, Organizational Chart Meeting
- 9/08/2021: NTIA CMC Review Information

- 9/09/2021: ET Director One-on-One
- 9/10/2021: ET Leadership Meeting, Finalize COP
- 9/13/2021: ET Project Update/Leadership Meeting, STC President Welcome Tour
- 9/14/2021: NTIA Grant Discussion, CCUMC Presentation Prep
- 9/15/2021: STC President Welcome Tour, CCUMC Presentation
- 9/16/2021: CCUMC Professional Development Committee, NTIA Broadband Grant Discussion
- 9/17/2021: ET Leadership Meeting, LLSS Administrator, School Plans/ Future
- 9/20/2021: ET Project Updates Meeting, STC President Welcome Tour Pecan, Ensemble Alternative Meeting
- 9/21/2021: STC President Welcome Tour NAH
- 9/22/2021: Co-Host CWPD Meeting, MVC Damaged Equipment
- 9/23/2021: ET Director One-on-One, Connecting in the Cloud
- 9/24/2021: CWPD
- 9/27/2021: ET Project Updates Meeting, NTIA CMC Broadband Discussion
- 9/28/2021: Accessibility Brainstorming Session, Overtime Scheduling Options
- 9/30/2021: Collaborative Scheduling, Connecting in the Cloud: Supplier Chat

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	73
Aug	92
Sept	81
Oct	
Nov	
Dec.	
Total:	**654**

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	151
Aug	230
Sept	251
Oct	
Nov	
Dec	
Total:	**1981.25**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	30	1	0	2	2
Data Projector	64	0	5	0	2
Projector/ Laptop	0	1	0	0	0
Computer	34	0	7	0	0
Microphone (Hand Held)	41	8	3	9	14
Microphone (Lapel)	6	0	3	0	0
RF Remote	0	2	10	0	0
PA System	8	1	1	4	12
TV/ Display	0	1	0	4	3
Screen	0	0	10	0	0
Portable Table	0	2	1	2	4
Keyboard/ Mouse	0	1	0	0	1
Mic Stands	5	8	3	0	5
Table Top Mic Stands	0	0	2	0	0
Document Camera	0	0	3	1	0
iPad	1	1	1	2	0
Mixer	6	1	1	3	8
Webcam	1	1	0	0	3
MAC Adaptor	0	0	0	0	0
Video Camera	1	0	0	0	0
Direct Box	0	0	1	2	7
Digital Camera	0	0	0	0	0
Speakers	9	1	1	0	1

Headphones	0	0	1	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	1	2	0	0
Polycom Phone	0	0	0	0	1
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	2	0	0	0	0
Interactive Display	0	0	10	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	2	0
Blue-Ray Player	0	0	0	0	0
TOTAL	*208*	*30*	*65*	*31*	*63*

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	**Micro Grant: Fall 2021 to Spring 2022**
Project Role	Project Manager/Grant Manager
Scope	1. Expend Grant Funds to pay for 125 IBC Exams for STC Students. 2. 100 STC Students Obtain an IBC in a High Demand Occupation.
Status Summary	STC Board formally accepted the grant award on 8/24/2021
Milestones(s)	The first cohort of students obtained their IBC (Jailer's Exam) on 8/25/2021.
Fund Status:	**Total Grant Funds**: $30,000; **Grant Funds Expended**: $0; **Grant Funds Dedicated**: $15,357; **Total Grant Funds Unspent**: $30,000
Next Step(s)	11/15/2021: Jailer's Exam Scheduled

Project Name	**IT & CS: Web Redesign**
Project Role	Project Manager/Facilitator
Scope	Redesign the IT & CS Home Page to improve the student user experience
Status Summary	Currently Gathering Requirement for the recommended improvements
Next Step(s)	Kick Off Meeting Scheduled for 10/12/2021

Project Name	**DHSI Grant**
Project Role	Project Resource
Scope	Serve as a project related resource to the DHSI Project Coordinator, as needed
Status Summary	Assisted Starfish Administrator with the development of grant required plans

CARLA M. RODRIGUEZ, PROJECT COORDINATOR
DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

- Facilitated ongoing Teams meetings with grant Project Owners and External Evaluator.
- Attended several InsideTrack vendor training sessions under the Academic Coaching grant component.
- Attended the first InsideTrack Coaching Reinforcement Training for 10 selected Academic Coaches.
- Attended Starfish training workshops through OPOD.
- Attended Starfish Liaison Mapping meeting.
- Reviewed and revised External Evaluator report.
- Held budget review meetings with RDMC Officer Myra Ochoa to finalize the Year 1 Carryover Budget to submit to the Department of Education.
- Submitted Semi-Annual Certification Forms for DHSI Grant funded employees, ensuring compliance.
- Held planning meetings for the DHSI Year 1 Celebration.