SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

October 2021

Board Meeting
November 23, 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: NOVEMBER 17, 2021

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office:
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Board work session presentation review with Associate Comptroller and 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 2022-2023 Budget status and pending items review with Comptroller and Budget Manager.
    - HEERF agenda item review with Comptroller, Associate Comptroller, and FAS Administrative Officer.
    - HEERF III Funds review with Associate Comptroller and FAS Administrative Officer.
  - Accountability, Risk, and Compliance:
    - Accountability, Risk, and Compliance Staffing Plan meeting with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
    - Faculty Study review with Director of Accountability, Risk, and Compliance.
    - Fraud Survey and Policies review with Director of Accountability, Risk, and Compliance.
    - Localization Phases Exceptions meeting with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
    - Policy Localization meeting with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
    - Record Retention of Faculty Information review with Director of Accountability, Risk, and Compliance and Accountability and Compliance Manager.
    - TASB Policies Institutionalizing meeting with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
  - Human Resources:
    - Personnel matters meeting with Director of Human Resources and other HR staff.

- Human Resources Hiring Project status update meeting with Director of Human Resources, Assistant Director of Human Resources, Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
- 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.

- 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:
  - Merchant Services review with Director of Purchasing and Comptroller.
  - 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.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Title IX Employee and Student cases discussions with Committee.
- Other Meetings:
  - ACCT Leadership meeting discussion with Chief Assistant to the President.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board Book meeting to provide feedback on demo with FAS Administrative Officer, FAS Reporting Coordinator, FAS Project Manager, Facilities Planning and Construction Coordinator, and Business Systems Analyst.
  - Board Retreat Work Session.
  - Bond Refunding discussion with the President.
  - College Murals discussion meeting with vendor, President, and Director of Facilities Planning, and Construction.
  - College Murals discussion with Chief Assistant to the President.
  - Creating Magic meeting to review required government forms with Comptroller, Accounting Group Manager, and FAS Administrative Officer.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Executive Director of Public Relations and Marketing interviews.
  - Facilities Operations, and Maintenance Staffing Plan review with Director of Facilities Operations and Maintenance, Assistant Director of Facility Maintenance Services, Assistant Director of Custodial Support Services, Director of Human Resources, and Assistant Director of Human Resources.
  - Facilities projects review with FAS Project Manager.
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Project Manager discussion on interviews with Committee.
  - Finance and Administrative Services Project Manager interviews.
  - Finance and Administrative Services Risk Assessment review with FAS Administrative Officer.
  - Finance Committee notes review with FAS Office Staff.
  - Food Services Dining and Food Services RFP review with FAS Administrative Officer, Project Manager, and Accountant.

- Food Services vendor meeting and tour at Pecan Campus with Director of Facilities Planning, and Construction, and Facilities Operations, and Maintenance.
- Food Services vendor meeting and tour at Technology Campus with Director of Facilities Planning, and Construction, and Facilities Operations, and Maintenance.
- Food Services vendor meeting with the President.
- Future Facilities needs meeting with President, Vice-Presidents, and Administrators.
- Institutional Equity Office position review with FAS Reporting Coordinator, Director of Human Resources, Chief of Police, Title IX Coordinators and Liaisons.
- Market overview meeting with Financial Advisory Firm.
- NOE calculation meeting with Human Resources staff, Accountability, Risk, and Compliance staff, Academic Affairs staff, and
- 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 Chief Assistant to the President regarding items for the President.
- Parking Software (new) with FAS Division Staff.
- Partnership Opportunity meeting with vendor for CDL Truck Driving Program with the President and other Administrators.
- PCN Pinnacle Introduction meeting with bank personnel, Comptroller, Associate Comptroller, and Accounting Group 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.
- Projects review with FAS Administrative Officer and FAS Project Manager.
- Reviewed several matters including Board packet with College President and Chief Assistant to the President.
- STC Investment Strategy review meeting with Investment Advisory, Comptroller, Associate Comptroller, and Accounting Group Manager.
- TACCBO CFO Officers meeting.
- TASB Policy Localization project meeting with Legal Counsel, Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
- TASB Policy Localization Training Session.
- THECB Community and Technical Colleges Formula Advisory Committee Charge I meeting and October meeting.
- Tour visit of Building P with Finance and Administrative Directors and Office Staff.
- Truck Driving Program discussion with Specialist Assistant to the President for Continuing Education.
- Various legal matters with Legal Counsel.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - Government Finance Officers Association (GFOA) Risk Management and Business Continuity virtual webinar.

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 & FY 2023.
    - Expenditure Budget Analysis.
    - HEERF III Use of Funds Report & Expenditures.
    - Student Uncollectible Report.

- Human Resources:
  - Human Resources Processes Improvement Plan.
- Facilities Planning and Construction:
  - Capital Improvement Projects Master Budget.
  - Facilities Planning and Construction project updates.
- Facilities Operations and Maintenance:
  - Electricity Bill Management Report.
- Title IX:
  - Title IX Case Review and Follow-ups.
  - Title IX Employee & Student cases.
  - SB 212 Quarterly Report.
- Other:
  - Activity Report for Board – October.
  - Board Accounts Receivable Presentation review.
  - Board Budget Presentation.
  - Board Meeting Agenda items review.
  - Budget Transfer approvals.
  - COC Meeting agenda.
  - FAS Organizations Reconciliations.
  - Finance & Facilities Committee Agenda items review with the President and staff.
  - Food Services Agenda item.
  - Future Facilities Needs meeting preparation.
  - Headcount and Credit Hour Report.
  - HEERF Agenda item.
  - HEERF Use of Funds Research.
  - Institutional Equity Office Functions review.
  - Plant Funds Expenditure Approvals.
  - President's Meeting Backup Documents.
  - President's Space Layout review.
  - Public Information Requests.
  - Review and Approval of Documents.
  - TACCBO Treasurer Officer position documents submitted.
  - TASB Policies Process and Communication.
  - Texas Community College Teachers Association (TCCTA) Survey review.
  - Time Clock Plus (TCP) approvals.
- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (September 2021).
  - Overtime Reports - Hours Worked by Employee (September 2021).
  - Salary Savings Reports (September 2021).
  - TCP Verification Reports (September 2021).
  - Travel by Employee Reports (September 2021).
  - Vacancy Reports (September 2021).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at October Finance, Facilities, and Board meetings on the following items:
    - 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.
    - Issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.
    - Award of Proposals, Purchases, and Renewals.
    - Solicitation of a Request for Proposals for Food 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.
    - Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.
    - College's Higher Education Emergency Relief Fund Allocations.
    - Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards.
  - Started working on the following items for <u>November</u> Finance, Facilities, and Board meetings:
    - Approval of Architectural Fee Adjustment for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations.
    - Approval of Final Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations.
    - Approval of Schematic Design for the Starr County Campus Workforce Center Building D Welding Lab Expansion.
    - Approval of Substantial Completion and Final Completion for the Regional Center for Public Safety Excellence Drainage Improvements Phase II.
    - Contracting Construction Services for the District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus V.
    - Issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.
    - Award of Proposals, Purchases, and Renewals.
    - Solicitation of a Request for Proposals for Food 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.
    - Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.
    - College's Higher Education Emergency Relief Fund Allocations.
    - Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards.
- Finance and Administrative Services Administrative Officer worked on the following items:
  - Acknowledgment of COVID-19 Protocols Webpage
  - Auxiliary Fund
  - Board Agenda Software
  - Board Meeting Software Demo's
  - Bond Refunding Sale
  - Compared South Texas College Tuition Fees with other colleges
  - Comprehensive Operational Plan for FAS Division
  - Credit Rating
  - Facility Projects
  - Faculty Administrative Cost Study
  - Fall 2021 Tuition & Fee Revenues
  - Finalized Xitracs goal updates

- Food Truck Meetings
- Fraud Survey
- Frozen Position
- Internal Auditor's Activity Report
- Moving Allowance
- Murals
- October Finance + Facility Committee Agenda
- Parking Software Demo
- Pharr University Center Lease Rate per Student
- Police Vehicle Parking Carport
- Purifiers
- RCPSE Activity Reports
- Semi-Monthly Payroll
- Shuttle Buses
- Sick Leave
- STC/TSC Tuition & Fee Comparison
- TASB Compensation Study/Budget
- TASB Policy Update
- Truck Driving Instruction Contract
- Truck/Fuel Capability
- Uncollectable – Recommendation to Purge
- Updated Vacation Leave policy
- Vacation Leave + Liability Increase
- Water Tower

- Project Manager worked on the following items:
  - Attended Board Effect Software Demonstration to use in writing and compiling board packets.
  - Attended Dining and Food Trucks meeting to discuss RFP.
  - Attended weekly meetings at the Business Office to finalize the 2013 Bond Construction Program files with the Accounting Group Manager.
  - Continued to update the board write-up regarding approval of the request for proposals (RFP) for food services vendors to be presented at the October Board Meeting.
  - Coordinated AIMS demo software meeting for parking software.
  - Coordinated meeting to begin search of a new Parking Permit and Citation Software for the Department of Public Safety. Created timeline and process maps for discussion and review.
  - Coordinated with Facilities Planning and Construction to obtain estimates on future construction projects and update the Ten-Year Comprehensive Plan for Capital Improvements Projects accordingly.
  - Created a Gantt Chart to visualize future facilities priorities and options.
  - Finalize the agenda for November's Coordinated Operations Council meeting
  - 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.
  - Worked on a HEERF Presentation for the 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 Facilities Planning and Construction and Facilities Operation and Maintenance to obtain recommendations for wall mural painting at each campus.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accrual journal entries with Accounts Payable.
- Attended Parking Management Software demo for the possibility of implementing new parking software.
- Audit status call with external auditor.
- Bank account with Human Resources.
- Banner User Group (BUGs).
- Bond 2013 closing reports with Project Manager VP-FAS.
- Bond disclosure and asset retirement obligation with Associate Comptroller.
- Capital budget for installation with Construction Accountant, Associate Comptroller, Grants Department and Purchasing.
- Carl Perkins Basic (Capital Budget-Schedule C) call with Grant Compliance and Purchasing.
- Carl Perkins Basic Grant with Purchasing and Accounts Receivable.
- Closing reports of the Bond 2013 with VP-FAS Project Manager.
- Creating Magic webpage and donation procedures with VP-FAS Project Manager Coordinator.
- Deferred revenue with Accounting Group Manager.
- Diligence call for Bond Refunding 2021 with Vice President for Finance and Administrative Services, Associate Comptroller and Financial Advisor.
- Discussed various items with Accounts Receivable.
- Donations and in-kind procedures with General Ledger Accountant.
- FY 2020-2021 bond journal entries.
- Grant initiating meetings.
- Healthcare footnote with Payroll Manager.
- Higher Education Emergency Relief Fund (HEERF) automated reports.
- Implementation of Accounts Payable automation system.
- Interviews for General Accounting position.
- Introduce new Auxiliary Accountant to Mid Valley Childcare personnel and discuss reconciliation issues and proposed transaction improvements.
- JagNet Content Committee on various items.
- Manager meeting with Bursar and Accounting Group Managers.
- Participated in the Fixed Assets Assistant interviews.
- Performance plan developed and implemented for a terminated employee with General Ledger Accountant.
- Posting of bond reimbursements received for FY 2020-2021 and Cooper Center expenses with Construction Accountant.
- Prepaid month end budget review for Accounts Payable journal entries.
- Presentation for Board with Vice President for Finance and Administrative Services.
- Tabletop Ransomware exercise with South Texas College staff and faculty.
- Tax abatement journal entry for Starr County with Tax Accountant.
- Tax allowance with Business Office staff.
- Tax levy 2021 calculation provided by Starr County Tax Office.
- Weekly audit status call with external auditor.
- Year-end grant journal entries with Grant Supervisor.
- Youth camp account registration requirements with Information Technology (IT) staff.
- <u>Trainings or Webinars:</u>
  - Policy Localization Training Session.
  - Texas Associate of School Boards (TASB) Policy Localization Training with Accountability, Risk and Compliance.

PROJECTS IN PROGRESS:

- <u>Management Reports:</u>

- The Business Office staff worked on September 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.

Bank No.	21-Sep	21-Oct
01 E&G	253	328
01 Direct Deposit	83	179
03 Student	13,530	1,934
12 I&S Taxes	-	-
16 I&S Bond	-	-
17 Plant	2	6
17 Direct Deposit	1	-
31 Virtual Card	268	281
32 AP Card	2	4
37 Unexp-LT Bond Series 2015	-	-
38 Unexp-LT Bond Series 2014	-	-

- Budget and Reporting:
  - Business Office Risk Assessment Update.
  - FY 2021-2022 Budget Amendment and FY 2022-2023 Budget meeting with the Vice President for Finance and Administrative Services.
  - FY 2021-2022 Frozen Position List.
  - FY 2022-2023 Tuition and Fee Revenue Projections.
  - Higher Education Emergency Relief Fund Hazard Pay Research.
  - Instructional Pool Budget Analysis for FY 2021-2022.
  - Submitted the FY 2020 - 2021 Budget Amendment booklet to campus libraries and external agencies.
  - Texas Association of Community College Business Officers Fall 2021 meeting.
- Accounts Receivable / Financial Aid Accounting:
  - Student Receivable and Reports.
- Cash Management/ Special Projects/ Office Support:
  - Submitted various audit items for interim audit.
  - Advance refunding bonds footnote for audit.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	9	381
01 Direct Deposit	4	93
02 Payroll	6	441
02 Direct Deposit	4	1,990
03 Student	4	1,934
12 I&S	0	0
16 I&S	0	0
17 Plant	3	6
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Totals	30	4,845

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	15
Bank Transfers between Bank Accounts	33
Wire Transfers for Benefits, New Investments, and International	2

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 77 board and management reports and staff continues to work on monthly reconciliations and monthly reports.
  - Cash Flow Government Accounting Standards Board (GASB) reports Review the Preliminary Official Statement for Refunding of bond 2015 and emailed the outcome results to Estrada & Hinojosa Company.
  - Cash Flow Governmental Accounting Standards Board (GASB) Reports.
  - Food Truck draft motion.
  - Monthly reports.
  - Preliminary Official Statement for Refunding of bond 2015 and emailed the outcome results to Estrada & Hinojosa Company.
  - Premium Capital Appreciation Bond entry.
  - Refunding of bond.
  - Review monthly reports.
  - Testing positive pay file submission through new bank software.

Duties	Total
Approval - Requisition queues	16
Audit - Prepare audit reports	14
Audit - Review audit report	38
Bank - Download bank info. for bank reconciliations	37
Bank - Download daily bank info. formatted, and email them to specified staff	160
Bank - Prepare daily deposits	23
Bank - Transactions removed from Banner Bank Recon.	375
Bond - Checks and Bank statements provided for Arbitrage	61
Budget - Reviewed - Unexpended/R&R/I&S Budgets	17
Check - Provide a copy of cashed check to AP/Payroll	16
Check - Verification of checks for AP / Payroll / Student	47
Checks - Stale dated letters mail-hours used to search for updated address	10
Checks - Stale-dated checks list prepared	135
Checks - stale-dated letters mailed	700
Checks - Stop payments processed (including stale-dated checks	72
Checks Returned - Logged and Filed the returned checks by mail	80
Checks Returned- Disbursed to student/staff/vendor	111
Donations - telephone calls received - FOAP questions	111
Emails - Initiated and/or responses to emails	890
Emails - received and viewed/read	1,491

Duties	Total
FOAP - Changed financial manager	14
FOAP - Created including Activity codes and FOAP updates	29
FOAP - provided for deposits and/or other depts requesting info.	1
IDT's - reviewed	38
IDT's - Submitted for posting	42
Interviews - Conducted and/or member of interview committee -hours	4
Invoices - and Encumbrances reviewed	62
Invoices - submitted to AR for billing	22
Journal Entries - Copies requested	18
Journal Entries - Filed and Organized including labeling	1,340
Journal Entries - Hours used to filed and Organized including labeling	5
Journal Entries - Hours used to for scanning	26
Journal Entries - Hours used to Log Scanned JE	17.5
Journal Entries - Hours used to prepare documents for scanning	4.5
Journal Entries - Logged	995
Journal Entries - Number of JE scanned	995
Journal Entries - Posted to GL including FUPLOAD	1,076
Journal Entries - Posted Transactions processed	8,643
Journal Entries - Prepared	92
Journal Entries - Reviewed	125
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	0.5
Meetings - General Accounting Department Review meeting	6
Meetings - Met with internal and external departments. Entities	3
Motions-prepared, revised, reconciliations, prepare backups	1
Positive Pay - Exceptions researched/verified (quantity)	7
Positive Pay - Submitted and/or Exceptions approved (quantity)	19
Positive Pay - Prepare form for unapproved returned check	9
Record Retention - Hours used in boxing and organizing	6
Reports - Hours used converting BOR and Management reports PDF	1
Reports - Download/Save Daily General Ledger reports	275
Reports - Download/Save Hours used to download 14 Monthly Reports	1.5
Reports - Prepare Bank reconciliations	7
Reports - Prepare LRGVDC report and compile backup	16
Reports - Reviewed Board and Management Reports include cabinet and MIPS	88
Requisitions - Prepare requisitions	1
Requisitions - Review requisitions	1
Special Project - Copies of banner screen for certain fund codes	528

Duties	Total
Special Project - HR meeting discussion	1
Special project - Hours working with IT issues with software, computer and/or printer	2.5
Special Project - Review POS (hours)	3
Taxes - meetings and discussions -hours	8
Training - New bank - learned new screens/system	10
Training - TASB - policy procedures-hours	2

Description	October-21
General Journal Entry (Intra-Fund) (JE 15)	280
General Journal Entry (Inter-Fund) (JE 16)	86
Cash Receipts (CR 05)	500
Encumbrance Liquidation (E032)	6
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	0
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	4
Misc. Receipt Payments (CA10)	1
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with Fall 2021 questions.
  - Activated the Spring 2022 tuition tables.
  - Cashier bite-size trainings.
  - Updated Cashiers procedures.
- Payroll and Position Control Departments:
  - Finalized pension journal entries and reconciliations.
  - Updated Other Post-Employment Benefit (OPEB) worksheet.

Payroll Processes for the Month Ending October 31, 2021	
Payroll Re-issue Processed	4
Payroll Cycles	4
Payroll Checks & DD	2,721
TimeClock Plus Access Forms Processed	80
Number of Employees with OT reviewed for OT Memos	248
NOEs Approved	180
Salary Budget Transfer Forms Processed	12

Payroll Processes for the Month Ending October 31, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,946	Internal Revenue Service	4

Payroll Processes for the Month Ending October 31, 2021			
Employees on Semi-Monthly Payroll	478	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 9/16 - 9/30) SR19	229	Salaried	0
(Waged 10/01 - 10/15) SR20	254	Waged	1
Regular (Salaried: October) MR10	4,302		
		Void Checks Processed	
		Salaried	0
NOE's Approved		Waged	3
Approved NOE's	180		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	23	Waged	3
Salaried	139		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	12
FLAC	850		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	3	Salaried	0
Waged	50	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	29	Salaried	0
Salaried: MR10	76	Waged	0
Salaried: MR09ADJ01	2		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	341
Waged	0	Total Net	$455,407.69
(Waged:)	0		
Liabilities Processed			
ORP	11	Waged	94
Annuity	12		
Student Loans	MR-0, SR-0	Total Net	$24,223.74
United Way	1		
Child Support	1	**Direct Deposits Processed**	
IRS Levy	0	Salaried	1,883
Withholding & FICA	4	Total Net	$5,040,665.62
Met Life	1		
Legal Judgement	1	Waged	403
Social Security Administration	0	Total Net	$131,939.62
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	4		

Payroll Processes for the Month Ending October 31, 2021			
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:

- City of Edinburg Police Chief Swearing-In Ceremony with other Law Enforcement Partners from South Texas.
- City of McAllen Holiday Parade Meeting to discuss parade safety protocols and use of the South Texas College Parking Lots as parking with McAllen Police Chief and other law enforcement partners from South Texas.
- Coordinator of Emergency Preparedness and Training.
- Fall 2021 Graduation Ceremony Meeting to discuss updates with Director of Students Records and Registrar.
- Fall 2021 Graduation Meeting to discuss some changes to the ceremonies with Director to Admissions and Records and other administrators.
- Finance and Administrative Services (FAS) Directors Meeting to discuss different topics with Vice President for Finance and Administrative Services.
- Hiring Orientation Presentations to discuss Department of Public Safety processes for new hires at Human and Resources.
- Law Enforcement Fair at Pharr-San Juan-Texas Southwest High School with other Law Enforcement Partners from South Texas.
- Meeting to discuss Pecan Campus Parking Lot #5 Special Parking Permit Parking Spaces with other Pecan Campus Administrators.
- Parking Software Committee Meeting to view Parking Software Demonstration with other committee members.
- Parking Software Meeting to discuss parking processes with Vice President for Finance and Administrative Services (FAS) and other employees with other departments.
- Ransomware Tabletop Exercises Meeting to discuss cybersecurity at the Pecan Campus Library Rainbow Room with Administrators Campus District Wide.
- Table-Top Exercise to discuss computer information insider threat with South Texas College Security Chief Information Security Officer and Directors campus district wide.
- Teams Behavioral Intervention Team (BIT) Meeting to discuss threat assessment cases with members from campus district wide.
- Teams Clery Committee Meeting to discuss Clery/Non-Clery crimes that occurred on South Texas College Geography as they relate to Timely Warnings.
- Teams Policy Localization Training Session to discuss the transition of the current South Texas College Policies to the Texas Association of School Boards (TASB) formatted policies.
- Teams Safety Committee Meetings to discuss safety protocols with Vice President for Finance Administrative Services (FAS) and other FAS Directors.
- Zoom webinar hosted by the Hidalgo County Criminal District Attorney & Texas Office Court of Administration regarding Texas Protective Order Registry.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Injury referral sent to Risk Management.
  - Open Records request.
  - Referrals sent to Title IX Manager, Human Resources, and Counseling.
  - Reviewed incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
  - Updated Clery Daily Crime Log at campuses district wide.
- <u>Surveillance Cameras:</u>

- Camera access training for cameras in the Transportation Buses.
- Continued repairing/replacing old cameras campus district wide.
- Updated camera floor plans for the remodel of Building F.

- Training:
  - College Stakeholder Trainings: Teams Active Shooter, Teams Rave Guardian, and In-Person CPR/First Aid/AED.
  - Department of Public Safety personnel attended Bus Transportation Camera Training.
  - Evacuation Drills: Starr Campus Building J, Mid Valley Campus Building C, and Pecan Campus Building V and Starr Campus Building K.
  - National Transit Database Data Feedback Session.
  - Police Officers attended the 8th Annual Mental Health Conference in Galveston, Texas.
  - Professional Development Website Training.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Police Officer position posted.
  - Submitted a position request for Security Support Specialist and Police Compliance Coordinator.
  - Updated Police Compliance Coordinator job description.
- Purchases and Repairs:
  - Higher Education Emergency Relief Fund (HEERF) air purifiers for transportation buses ordered.
  - Preventive maintenance on police, security, and transportation vehicles, gators, and bicycles.
  - Reviewed and approved requisitions.
- Shuttle Buses and Parking:
  - 26 Event Parking requests.
  - 513 Parking Permits and 461 Temporary Parking Permits issued during October.
  - Assisted with parking at Vaccine Clinics at Starr, Mid Valley, Technology, and Pecan Campuses.
  - Assisted with parking reservations during Early Voting and Election Day at Pecan and Nursing Campuses.
  - Completed Lower Rio Grande Valley Development Council (LRGVDC) Regional Transportation Coordination Plan Stakeholder Survey.
  - Continued entering parking permit information manually into the Department of Public Safety Automated Reporting Management System (ARMS).
  - Continued the manual entry of parking permits and citations.
  - Continued to enforce parking rules and regulations.
  - Hosted an Appeals Meeting where 38 appeals were reviewed.
  - Regional Public Transportation Advisory Panel Meeting.
  - Submitted monthly reports to Valley Metro: Ridership report, trip log report, and driver manifest which totals service hours driving and service miles.
- Other:
  - Researched information on the different exempt license plates requirements.
  - Safety Protocols QR Scan Posters laminated and posted at all entrances to buildings Campus District Wide.
  - Department of Public Safety Risk Assessment Matrix.
  - Conducted monthly check of all Automated External Defibrillators (AED) as required with the new 87th Legislature Senate Bill 199.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a meeting to review product with Manufacturer representative.
- Attending building site visit to inspect building for potential purchase on Hackberry Ave.
- Clery Act Committee Meeting
- Facilities Committee Meeting

- Finance & Administrative Services Directors Meeting.
- Finance and Administrative Services Facilities & Planning Meeting.
- Meeting to discuss budget transfers for projects with Facilities Planning and Construction staff.
- Meeting to discuss mural locations with Administration.
- Meeting to discuss President's conference room with College staff.
- Meeting with Facilities Planning and Construction staff to discuss start-up of Fiscal Year 2021-2022 projects.
- Meeting with Purchasing to review Board Workshop item.
- Microsoft Outlook Level 100 workshop.
- October Board Meeting.
- District-Wide:
  - District Wide Automatic Door Openers-Preconstruction meeting with engineer, contractor, and Facilities Planning & Construction staff.
  - District Wide Deferred Maintenance of Roofs-construction meetings with engineer, contractors, and College staff.
  - District Wide Flooring Replacement Phase I-Bid Opening
- Nursing & Allied Health Campus:
  - Nursing Allied Health Campus Stair Repairs and Replacement-Preproposal Conference with architect, and potential contractors.
- Pecan Campus:
  - Pecan Campus Building M Generator Replacement-meeting with contractor, Texas Gas, Facilities Operations & Maintenance, Information Technology, and Facilities Planning & Construction staff to coordinate construction activities and project schedule.
  - Pecan Campus Library Renovations and Expansion-meeting with architect, Library, Information Technology, and Education Technology staff to discuss updated floor plan.
  - Pecan Campus Library Renovations and Expansion-project kickoff meeting to review recently approved revisions for the project; meeting to discuss Makerspace Grant Funding with Library, and Grants Department staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase I-project construction progress meeting with contractor and engineer.
- Starr County Campus:
  - Starr County Welding Lab Expansion-project kick-off meeting with Sara Lozano, the architect, and Facilities Planning & Construction Staff.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Vice President of Finance and Administrative Services office with interviews.
- Coordinated moving of McAllen Independent School District portables with College Police.
- October Facilities Committee Meeting draft agenda and write ups.
- Participated on evaluations of Qualification submissions for Architectural Design Services.
- Prepared December Facilities Committee Meeting draft agenda.
- Prepared November Facilities Committee Meeting draft agenda.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed and worked on Space Modification plans and requests.
- Submitted paperwork to replace future vacant project manager position.
- Updated fact sheets for Board Meeting backup.
- Worked on Dance Studio options and budgets.
- Worked on district wide locations for murals.
- Worked on fact sheets and PowerPoint presentations for Facilities Committee Meeting backup.

- Worked on forms to replace future vacant project manager position.
- Worked on Future Facility Needs project matrix spreadsheet and PowerPoint presentations.
- Worked on Hackberry Avenue building presentation.
- Worked on monthly Change Order Log.
- Worked on October Facilities Committee Meeting agenda and write-ups.
- Worked on paperwork to replace future vacant project manager position.
- Worked on Pecan Building D Conference Room layout, budget, timeline, and relocation of staff as needed.
- Worked on Pecan Building P Vice President's Suite layout.
- Worked on Pecan Building X Presidents Suite layout.
- Worked on Pecan Plaza Covered Carport for Police Vehicles project presentation.
- Worked on the Facilities Planning & Construction Hiring Plan management report.
- Worked on the Facilities Planning & Construction monthly activity report.
- Worked on updating fact sheets and power points for upcoming Board Meeting.
- Worked on updating Fiscal Year 2021-2022 Capital Improvement Projects and Renewals & Replacements Simple Project Status spreadsheet.
- Worked with Purchasing to develop a statement to revised the Memorandum of Understanding with the Pharr-San Juan-Alamo Independent School District.
- <u>District Wide:</u>
  - District Wide Automatic Door Openers-prepared documents for preconstruction meeting with general contractor.
  - District Wide Deferred Maintenance of Roofs-performed site visits to verify status of construction progress; reviewed contractor change orders, contractor pay applications, and construction drawings.
  - District Wide Deferred Maintenance of Roofs-site visits to verify status of construction progress, site visit at Nursing Allied Health Campus with architect to observe installation of finish coating, reviewed contractor change orders, contractor pay applications, and construction drawings.
  - District Wide Facility Signage-worked on drawings for Mid Valley Campus.
  - District Wide Flooring Replacement-prepared documents for receiving of proposals/opening of bids.
  - District Wide Flooring Replacement-worked with department staff to develop addendums for bids due on October 14, 2021. Worked on fact sheet and assisted contractors with access to verify flooring square footages.
  - District Wide Flooring Replacement-worked with department staff to develop addendums for bids due on October 8, 2021; worked with contractors to provide access to verify flooring square footages.
  - District Wide Flooring Replacement-worked with Purchasing to issue an addendum for bids due on October 14, 2021.
  - District Wide Stucco Repainting-worked on development of the construction documents for repainting the exterior stucco finishes.
- <u>Mid Valley Campus:</u>
  - 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-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.
- <u>Nursing and Allied Health Campus:</u>
  - Nursing Allied Health Campus Occupational Therapy Kitchen Lab Expansion-worked on documents needed for Request for Qualifications for Architectural Services.
  - Nursing Allied Health Campus Stair Repairs and Replacement-setup and prepared documents for preproposal conference; worked on modifications and clarifications for Addendum #1.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-reviewed Request for Proposal documents.

- Pecan Campus:
  - Pecan Campus Building G Business and Science Classroom Conversions, worked on Architect fee adjustment.
  - Pecan Campus Building M Generator Replacement-reviewed project schedule and coordinated meeting with Texas Gas and contractor.
  - Pecan Campus Library Renovations and Expansion-reviewed and processed the G802 Amendment to the Professional Services Agreement document.
  - Pecan Campus Library Renovations and Expansion-updated proposed furniture and electrical and data plans.
  - Pecan Campus Library Renovations and Expansion-worked Notice to Proceed based on September Board of Trustees approval.
- Pecan Plaza:
  - Pecan Plaza Dance Studio, worked on project fact sheets for October facilities.
  - Pecan Plaza Kinesiology Renovation-performed site visits to verify status of construction progress; performed Texas Department of Licensing and Regulation (TDLR) Americans with Disabilities Act (ADA) inspection with Texas Accessibility Standards (TAS) inspector, architect, and contractor; reviewed contractor pay application.
  - Pecan Plaza Kinesiology Renovation-performed site visits to verify status of construction progress.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Additional Chiller Installation-worked on review of revised drawings and specifications from engineer.
  - Regional Center for Public Safety Excellence Additional Chiller Installation-worked on Request for Proposals and newspaper ad.
  - 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 Canopies and Fire Training Area-worked on review of updated civil engineering services proposal and obtain contract from the architect.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-site visit to verify status of construction and took progress photos.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-conducted the substantial completion walkthrough with College staff, Civil Engineer, and Contractor.
  - Regional Center for Public Safety Excellence Site Improvements and Leveling of Portable Buildings-worked on PowerPoint presentation for the Pre-Proposal Conference; worked on the modifications and clarifications for Addendum #1.
  - Regional Center for Public Safety Excellence Site Improvements-worked on request for proposals for the Leveling of Portable Buildings.
- Starr County Campus
  - Starr County Campus Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-worked on evaluations of Request for Qualifications for architectural services.
  - Starr County Campus Welding Lab Expansion-worked on review of options for revised layouts of welding lab as provided by the architect.
- Technology Campus
  - Technology Campus Solar Panel Structures-worked on documents needed for Request for Qualifications for Architectural services.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Association of Energy Engineers webinar: Path to Zero Carbon.
- Behavioral Intervention Team meeting with the Office of Student Rights and Responsibilities.
- Clery Committee meeting with the Chief of Police for South Texas College.

- District Wide Automatic Door Openers Phase IV - Preconstruction Meeting 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. (several meetings throughout the month)
- 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 Director's Meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Facilities and Planning 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. (several meetings throughout the month)
- Finance Committee Meeting with the Vice President for Finance and Administrative Services.
- Fiscal Year 2022 Staffing Plan meeting with the Vice President for Finance and Administrative Services.
- Independent Public Adjuster Meeting-Mid Valley Campus Building H Roof and Building Damage Assessment.
- Mid Valley Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- Nursing & Allied Health Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- Pecan Campus Building M Generator Replacement - Gas Line Coordination with the Facilities Planning and Construction department.
- Pre-Proposal Conference for the Nursing & Allied Health Campus Stair Repairs and Replacement with the Facilities Planning and Construction department.
- Regional Center for Public Safety Excellence Drainage Improvements Phase II with the Facilities Planning and Construction department.
- Receiving of Proposals meeting for the District Wide Flooring Replacement with the Facilities Planning and Construction department.
- Starr Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- Zoom call with an Energy vendor.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Working with manufacturer of on repairs for vacuum in building V, quote received.
  - Technology Campus
    - Compressor in building E has been repaired.
  - District Wide Campuses
    - Monthly irrigation inspections complete, repairs in progress.
    - Planning for annual winter break inspections has begun.
    - Poinsettia plants requested for Lowe's.
    - Quote received for annual backflow inspections.
    - Quote received for annual elevator inspections.
    - Sprinkler vendor meeting to discuss remote communication issues on irrigation controllers.
    - Typical pest control issues and equipment rentals.
    - Uniform vendor meeting to gather sizing for order of new uniforms.
- <u>Custodial Department:</u>

Duties	Number of Requests
Set-Ups	405
Moves/Relocations	40

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	149	$12,632.87
Electrical	136	$10,237.38
Energy Management	24	$505.18
HVAC	134	$4,745.73
Locksmith	87	$7,668.81
Painting	42	$4,154.59
Plumbing	108	$9,003.77
Plant Services		$4,441.90
Total Cost		**$53,390.23**
General Maintenance	1	
Total Work Orders	**681**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 flyer lamination and changes with Parking and Security Services Manager.
  - COVID-19 new positions and job descriptions with Director of Human Resources, Benefits Manager, and Director of Counseling and Student Accessibility Services.
  - COVID-19 protocols with Faculty Senate members and also with College faculty.
  - COVID-19 sanitation training with Assistant Director of Custodial Support Services.
  - COVID-19 vaccination clinics advertisement with Public Relations staff and also with Hidalgo County Vaccine Program Director.
  - COVID-19 sanitation techniques for Nursing and Allied Health Campus with Custodial staff.
  - Face masks and masks holder distributions with several College department staffs.
  - Promotional video on wearing masks and vaccines with Public Relations staff.
  - Vaccination clinic logistics meeting with Facilities Operations and Maintenance staff.
  - Vaccination clinic logistics with Hidalgo County Health Department and Mid-Valley Campus Administrator, and also with Business, Public Safety, and Technology staff.
  - Vaccination clinic signage coordination with Parking and Security Services Manager.
  - Vaccination clinics updates with Hidalgo County Health Department staff.
- Insurance and Risk Management:
  - Annual risk assessments with various department heads.
  - Incident reporting portal updates and testing with Web Design Specialist.
  - Incident reporting portal with Director of Human Resources, Environmental Health and Safety Manager, Benefits Manager, and Web Design Specialist.
  - Insurance requirements for Commercial Driver's License (CDL) program with Director of Purchasing, Risk Management Consultant, and Texas Association of School Boards (TASB) staff.
  - Owner-controlled insurance program claim with Insurance Adjuster and also with Attorney.
  - Property insurance claim for Mid-Valley Campus Building H with Insurance Adjuster and also with Director of Facilities Operations and Maintenance.
  - Tabletop exercises on ransomware and also on insider threats with Chief Information Security Officer.

- Records Management and Retention:
  - Data storage disks, flash drives, and software application disks with Shipping and Receiving staff.
  - Destruction of records process with document shredding vendor.
  - Electronic records with Continuing, Professional, and Workforce Education staff.
  - Library blog retention records with Systems and Applications Librarian.
  - Onsite visit to process records with records processing vendor.
  - Permanent records with Accountability and Compliance Manager.
  - Record retention deviation for Emergency Medical Technology Program records with Record Technician.
  - Record retention requirements per accrediting body with Emergency Medical Technology staff.
  - Records retention with Director of Human Resources.
  - Retention period for publication records and retention history for GR1025-26a Accounts Payable and Disbursement Records with Texas State Library and Archives Commission (TSLAC) Analyst.
  - Retention period for software manuals and guides with Information Technology staff.
  - Status of August, September, and October invoices with secured shredding vendor.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Policy Localization pre-meeting with Policy Specialist and Accountability, Risk, and Compliance staff.
  - Policy Localization process updates with Vice President for Finance and Administrative Services, Legal Counsels, and Accountability, Risk, and Compliance staff.
  - Policy Localization Training Session with College staff and Legal Counsels.
- Title IX:
  - ATIXA Policy Review with Title IX Deputy Coordinator, Title IX Liaison, and TNG Partner.
  - Title IX Case Status Review with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Cases with Title IX Deputy Coordinators and Title IX Liaisons.
  - Title IX Maxient Bootcamp Training.
  - Title IX Process Map with Title IX Deputy Coordinators and Title IX Liaisons.
- Other:
  - College Safety Committee meeting.
  - Faculty Senate Meeting.
  - Finance and Administrative Services Director's Meeting.
  - Finance and Administrative Services Safety Meetings.
  - RNSG 2361 course updates with FAS Administrative Officer.
  - RNSG 2361 course with Special Assistant to Vice President for Academic Affairs and Finance and Administrative Services Administrative Officer.
  - RNSG 2361 course with Special Assistant to Vice President for Academic Affairs.
  - Vendor bidding process and next steps with Purchasing staff.
  - Vocational nursing course with College Administrators.
  - Weekly huddle meetings with departmental staff.
- Vice President for Finance and Administrative Services:
  - Associate Degree Nursing Program salary expense with Vice President for Finance and Administrative Services and Finance and Administrative Services Officer.
  - Hiring process improvement action items with Vice President for Finance and Administrative Services.
  - Hiring process improvements with Vice President for Finance and Administrative Services, Director of Human Resources, and Accountability and Compliance Manager.
  - Policy Manual Localization updates with Vice President for Finance and Administrative Services and Accountability, Risk, and Compliance staff.
  - Required vendor documentation for use of College facilities with Director of Student Activities and Wellness, Vice President for Finance and Administrative Services, and Director of Facilities Operations and Maintenance.
  - RNSG 2361 course review with Accountability and Compliance Manager and Vice President for Finance and Administrative Services.
  - Waiver forms with Vice President for Finance and Administrative Services and Legal Counsel.

PROJECTS IN PROGRESS:

- COVID-19:
  - COVID-19 Classroom Student Notification draft.
  - COVID-19 Employee/Students weekly dashboard reports, flyers, masks holder distributions.
  - COVID-19 questions and concerns for College faculty; daily disinfecting of instructional spaces.
  - COVID-19 vaccination clinics logistics for October and November 2021.
  - COVID-19 webpage updates; linked Hidalgo County testing sites, COVID-19 fixed button.
  - Daily COVID-19 Screening Checklist updates.
  - Job description for new COVID-19 positions.
  - Mid-Valley Campus vaccination clinic counts.
- Insurance:
  - Annual departmental risk assessments; guidance and review.
  - Automobile insurance claim.
  - Fraud Survey items.
  - Incident Reporting Form online portal; updates, testing.
  - Owner-controlled insurance program claim.
  - Property insurance claim for Mid-Valley Campus Building H; updates and Board Motion.
  - Reviewed polices for Cyber Liability Insurance and Property Insurance.
  - South Texas College Workforce Student Accident Insurance Report.
  - Waiver Forms for Turkey Trot and Student Activities.
- Records Management and Retention:
  - Permanent retention records research.
  - Records retention processing of inactive records.
  - Researched Library blog website on official records, retention period, record format, video recordings.
  - Researched record retention period for pamphlets/brochures on College services and programs.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Internal Operational Process presentation; meeting agenda, policy owner email notification, workshop training logistics, Legal Counsel email draft.
  - Model policy crosswalk.
  - Notification on policy review period per College committee.
  - Review and process supporting agreements.
  - SharePoint website updates.
- Title IX:
  - Title IX updates and review:
    - Title IX Case Status Report.
    - Title IX Closed Case List.
    - Title IX Incident Report Form.
    - Title IX Master Case List.
    - Title IX Maxient Cases.
    - Title IX Process Map.
    - Title IX Weekly Cabinet Report.
- Other:
  - 87th Texas Legislature 3rd Called Session Matrix.
  - Reviewed RNSG 2361course by section.
  - 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-seven (27) 1295 Forms with the Texas Ethic Commission.
- Attended October 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 Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the Information Security Tabletop Exercises related to Ransomware and Insider Threats.
- Participated in the Student Services Graduation planning meeting for the December 2021 graduation ceremony.
- Participated in the TASB Policy Localization Training Session.
- 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 twenty-eight (28) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved four hundred (474) online Banner requisitions.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1014 District Wide Flooring Replacement – Starr County Campus Bldg H, Mid Valley Campus Bldg F, and Pecan Campus Bldg J
    - Request for Proposals: Regional Center for Public Safety Excellence Site Improvements and Leveling for Portable Buildings
    - Request for Proposals: Purchase and Installation of LED Lights
    - Request for Proposals: Purchase of Clinical Skills Manikins
    - Request for Proposals: Purchase of Air Purifiers
  - Created or updated seventy-nine (79) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved two hundred sixty-three (263) 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
    - Request for Qualifications: 21-22-1022 Architectural Services - Dr. Ramiro R. Casso – Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
    - Request for Qualifications: 21-22-1023 Architectural Services – Technology Campus Exterior Solar Panel Structure
    - Request for Proposals: 21-22-1024 Audio Visual Equipment for Classroom Upgrades
    - Request for Proposals: 21-22-1025 Audio Visual Equipment for Classroom Upgrades II
    - Request for Proposals: 21-22-1026 Campus Dining and Food Truck Services
    - Request for Qualifications: 21-22-1027 Engineering Services – Regional Center for Public Safety Excellence – Skills Pad and EVOC Lighting

    - Request for Qualifications: 21-22-1028 Architectural Services – Regional Center for Public Safety Excellence – Two Story Residential Fire Training Structure
  - Processed change orders for goods and services.
  - Processed one thousand seven hundred seventeen (717) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted six (6) new records and updated zero (0) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
- Fixed Assets Department:
  - Reviewed all assets purchased since October 31, 2021 as follows:
    - Approved two hundred five (205) assets.
    - Adjusted five (5) assets in Banner for the month of October.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed four hundred six (426) deliveries (purchase orders and complimentary books) and six thousand one hundred seventy-three (6,173) packages/boxes.
  - Completed sixteen (16) faculty/staff moves in October.
  - Received and posted four hundred thirty-two (432) purchase orders in Banner.
  - Transferred/relocated four thousand eight hundred ninety-seven (4,897) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed one hundred seven thousand three hundred seventy-three (107,373) copies at the copy center for the month of October.
  - Mailed out a total of twelve thousand forty-two (12,042) letters and of those two hundred one (201) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Financial Aid - $158.84
    - Public Relations - $774.00
    - Starr County Campus - $521.06

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Vice President for Finance and Administrative Services and all other Directors under for Finance and Administrative Services Division to discuss October 2021 Board Meeting and plan for November 2021 Board Meeting and other upcoming Board Meetings and related deadlines.
  - Vice President for Finance and Administrative Services regarding structural changes to the Office of Institutional Equity and the adoption of the Texas Association of School Boards (TASB) model policies.
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services to discuss finalization of Policy #4216, transition of Title IX Coordinator position from Vice President for Finance and Administrative Services to Interim Director of Institutional Equity
- Student Affairs and Enrollment Management:
  - Director of College Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director of College Counseling and Student Accessibility Services to discuss enrollment appeals, records, and strategy for various Pregnancy & Parenting cases.
  - Director of Student Records and Registrar to discuss dropping specific Pregnancy & Parenting student from their courses at 100%.
  - Director of Student Records and Registrar to obtain contact information for specific students.
  - Title IX Committee meetings to discuss reports submitted concerning students, including Pregnancy & Parenting cases.

- Title IX and House Bill 1735:
  - Call with Legal Counsel to discuss changes to Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.
  - Call with Legal Counsel to discuss changes to South Texas College version of TASB Model Policies.
  - Call with Maxient Representative to discuss maximizing specific aspects of Maxient to serve the needs of Title IX cases.
  - Call with Policy Specialist for Texas Association of School Boards (TASB) to discuss Model Policies.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Director of Accountability, Risk, and Compliance to discuss process for adopting TASB's sexual misconduct and discrimination policies relating to employees and students, Polices DIAA and FFDA.
  - Finance and Administrative Services Committee Meeting to review and discuss proposed changes to Policy #4216.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - October 2021 Board Meeting to review, discuss, and approve proposed changes to Policy #4216.
  - Title IX Committee meeting to review and discuss Title IX Complaint Process Flowchart.
  - Title IX Committee meetings to discuss reports received and cases relating to employees.
  - Title IX Committee meetings to discuss reports received and cases relating to students.
- Training(s)/Webinar(s):
  - Association of Title IX Administrators (ATIXA) Title IX Coordinator Training: Title IX Coordinator One – Foundations.
  - Association of Title IX Administrators (ATIXA) webinar "One Policy: Two Procedures Introduction"
  - 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."
  - Association of Title IX Administrators (ATIXA) webinar "When BIT and Title IX Collide."
  - Husch Blackwell LLP webinar regarding "Digital Accessibility: Legal Update and Compliance Considerations."
  - Husch Blackwell LLP webinar reviewing legal and statutory updates as part of "Labor and Employment Virtual Series – Texas."
  - Maxient virtual Bootcamp training workshop.
  - Office of Professional and Organizational Development Training session "Microsoft Outlook Level 100."
  - Office of Professional and Organizational Development Workshop "Coffee Collaborative: Thriving from College to Careers with the Community"
  - Office of Professional and Organizational Development Workshop "Jaguar Academy: On-board for Success Fall 2021 Session 3"
  - Office of Professional and Organizational Development Workshop "Jaguar Academy: On-board for Success Fall 2021 Session 4"
- Departmental Meetings to discuss the following topics throughout the month:
  - Drafting and editing Policy #4216.
  - Drafting specific "Report and Incident" Title IX reporting form.
  - Individual potential Title IX reports and cases as needed.
  - Office of Institutional Equity budget review
  - Plan for fulfilling SB 212 Annual reporting requirements.
  - Plan for fulfilling SB 212 Quarterly reporting requirements.
  - 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 504/ADA Handbook, including policies, procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- 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:

- 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 Five-Point Assessment for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted quick resource guide for Mandatory Reporters at South Texas College.
- Drafted Title IX-specific "Report and Incident" form to strengthen and streamline compliance with Title IX regulations.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, revised, and finalized Motion seeking Review and Approval of updates to Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited for submission to the Board of Trustees.
- Prepared Five-Point Assessment and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and proposed edits to Sexual Harassment Complaint Resolution flowchart.
- 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.
- Revised, edited, and finalized updates to Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited for submission to the Board of Trustees.
- 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):
  - Followed up with Human Resources Management to finalize new vacation leave procedures.
  - Met regarding EVERFi to discuss the Compensation/Payroll Staffing.
  - Met to continue the discussion of CBM008 (Coordinating Board Manual Faculty Report) with Assistant Director and Payroll staff.
  - Met with Director, Assistant Director, and Payroll staff regarding TCCTA (Texas Community College Teachers Association), IPEDS (Integrated Postsecondary Education Data System) & CBM008 (Coordinating Board Manual Faculty Report) reports.
  - Met with Banner User Group's (BUG's) meeting.
  - Met with Human Resources Management to discuss new vacation leave procedures.
  - Participated in Active shooter training exercise.
  - Participated in Insider Threat tabletop exercise.
- Payroll/Compensation:
  - Account Provisioning Meeting to discuss the progress of employee User Access with Information Technology Managers, Human Resources Information Systems staff, Human Resources Payroll Specialist and Assistant Director of Human Resources.
  - Active shooter Training Exercise provided by the Department of Public Safety.
  - BBVA Direct Deposit Account Number Meeting via Teams to discuss the BBVA account name/number changes to PNC Bank effective October 12, 2021, for South Texas College and corresponding employees with Business Office and Human Resources staff.
  - Compensation and Payroll Meeting to discuss current departmental updates with Human Resources Payroll and Compensation staff and Assistant Director of Human Resources.
  - Compensation Review Meeting for recommended hires in the PeopleAdmin workflow with Compensation Specialist and Assistant Director of Human Resources.
  - Compensation Worksheet-Project Coordinator Meeting to review position changes and salary setting with Compensation Specialist and Assistant Director of Human Resources.
  - Conducted in-person Compensation and Payroll Manager interviews.
  - Counselor/Licensed Counselor Meeting via Teams to discuss posting options based on the need of the department with the Director of Counseling and the Assistant Director of Human Resources.
  - Developing Hispanic Serving Institute Grant Celebration Meeting on grant updates and projections.
  - Employee Relations meetings to discuss cases with the Employee Relations Officer and Assistant Director of Human Resources.
  - Human Resources Biweekly Meeting via Teams to discuss Human Resources Department updates with Vice President for Finance and Admin Services and Human Resources Managers.
  - Human Resources Department Meeting to discuss department updates.
  - Hursh Blackwell Webinar-Labor and Employment Virtual Series via Zoom.
  - NEOGOV Applicant Tracking Demo-Presentation via Zoom to explore other applicant tracking solutions with Administrative Assistant and Assistant Director of Human Resources.
  - Payroll Distribution Report Meeting via Teams to discuss final production updates effective October 2021with the Information Technology Department, Human Resources Payroll staff, and the Assistant Director of Human Resources.
  - Project Coordinator-Basic Grant Meeting via Teams to review and explain compensation setting for recommended hire with the respective financial manager, Compensation Specialist, and Assistant Director of Human Resources.
  - Proxy Login Payroll Distribution Report Meeting via Teams to perform final testing and link location before production implementation with Applications Specialist II, Compensation Specialist, and Director of Human Resources.

- Review Job Description Meeting with Human Resources Staffing staff and Assistant Director of Human Resources to review job descriptions before posting.
- Review Notice of Employment Meeting to address concerns noted for the Nursing and Allied Health Notice of Employment Substitution Payments for lecturer/labs/clinicals with the Department Chair, Senior Administrative Assistant, Human Resources Staffing Specialist, and Assistant Director of Human Resources.
- Search Committee Member applications review, interviews, and participation in the Staffing and Recruiting Manager posting.
- Session #1: Breathe, Move and Connect into Presence Webinar.
- Streamlining the Full Time Non-Faculty Hiring Process Meeting with the College President and Assistant Director of Human Resources.
- Tabletop Exercise/Ransomware Meeting to participate in trending information security threats and explore possible solution outcomes.
- Texas Association of School Board (TASB) Salary Survey 2022 Meeting to review salary survey prior to submission with Compensation Specialist and Assistant Director of Human Resources.
- Texas Community College Teachers Association (TCCTA) 2022 Salary Survey Meeting to review salary survey prior to submission.
- Texas Community College Teachers Association (TCCTA), Integrated Postsecondary Education Data System (IPEDS) and Coordinating Board Manual Faculty Report (CBM008) Reports Meeting via Teams to discuss and review report parameters in order to transition reports to the Human Resources Information System Department, with Human Resources Payroll/Position Control Specialist, Human Resources Information System staff, and Assistant Director of Human Resources.
- Workshop-Policy Localization Training Session via Teams on future policy changes according to Texas Association of School Board (TASB) with corresponding Team members.

- <u>Staffing:</u>
  - Conducted training with new temporary agency staffing specialist.
  - Met to discuss job description/posting with Director and staff.
  - Met with HRIS Support for PeopleAdmin process review.
  - Met with staff on Active Shooter training.
  - Met with staffing team on weekly discussions.
  - Participated at Employ RGV Job Fair hosted by Workforce Solutions.
  - Participated in DHSI grant celebration.
- <u>Benefits:</u>
  - Active Shooter training.
  - College Safety Committee meeting to discuss safety protocols.
  - Community Loan Center presentation regarding implementation of loan benefit for employees.
  - FAS Safety Meetings to discuss COVID-19 protocols and safety updates.
  - Human Resources biweekly meeting with Vice President for Finance and Admin Services.
  - Human Resources Departmental Meeting.
  - Incident Report meeting with Accountability, Risk and Compliance department to discuss new Incident Reporting electronic form.
  - Interviews for Benefits Specialist posting.
  - Meeting with COVID-19 Prevention and Response manager regarding COVID-19 Technicians job description.
  - Meeting with IT to test access for new Sick Leave Pool application.
  - Met with IT regarding new Sick Leave Pool application moving into production.
  - Presented at Jag Academy: Understanding Your Benefits regarding benefits and leave for new employees.
  - Vacation procedures follow up meeting to continue discussion on new vacation policy.
  - Vacation procedures meeting with Director of Human Resources regarding new vacation policy.
- <u>Employee Relations (ER):</u>
  - Attended meetings on the discussion of Policies and Procedures #4216 with the Human Resources Managers.
  - Met on 1P2P Webinar Part I Overview hosted by ATIXA regarding Title IX.

- Met on disciplinary written reprimand regarding employee with supervisor.
- Met on Excel 2021 Essential Training with the Office of Professional and Organizational Development.
- Met on Human Resources related matters with Vice President for Finance and Administrative Services.
- Met on IP2P Webinar Part II: Policy hosted by ATIXA regarding Title IX.
- Met on Jaguar Academy: On-Board for Success Fall 2021 with the Office of Professional Development and Organizational Development.
- Met on policies and procedures concerning departmental issues regarding employees with supervisors.
- Met on policies and procedures concerning departmental issues with employees.
- Met on the discussion of Active Shooter Training with the Department of Public Safety.
- Met on the discussion of Behavioral Intervention Team with the Office of Student Rights and Responsibilities.
- Met on the discussion of COVID-19 protocol acknowledgement with Information Technology Services.
- Met on the discussion of Labor and Employment Law Virtual Series – Texas with Husch Blackwell.
- Met on the discussion of position for Human Resources Staffing Specialist/Faculty Evaluator with the hiring committee.
- Met on the discussion of Retirement Engagement Solutions for Texas Community Colleges with Texas Association of Community College Human Resource Professionals.
- Met on the discussion of Safety Teams policies and procedures.
- Met on the discussion of state extended benefits with Texas Workforce Commission representative.
- Met on the discussion of upcoming trainings for the department.
- Met on the discussion of Vacation Accrual Procedures.
- Met on the pre-disciplinary process with employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of Human Resources departmental agendas.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met on Workshop #196308: Microsoft Outlook Level 100 with the Office of Professional Development and Organizational Development.
- Met via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Met with applicants on the discussion of federal background criminal history.
- Met with Information Technology Services on the discussion of Employee Handbook updates.

PROJECTS IN PROGRESS:

- Staffing:
  - Review and revise internal procedures.
  - Met with Vice President of Finance and Administrative Services to discuss issues with current applicant tracking system.
  - Scheduled demonstrations of applicant tracking systems.
  - Continued efforts of the job description project.
- Payroll/Compensation:
  - Completed the 2021-2022 Texas Community College Teachers Association (TCCTA) Salary Survey.
  - Completed the 2021-2022 Texas Association of School Board (TASB) Salary Survey.
  - Completed the testing and self-service updates for the Payroll Distribution Report (PDR).
  - Test the new features on the new platform, self-services.
  - Test and review proxy set-ups.
  - Test and review supervisor roles.
  - In Progress Project of User Access for new hires and college employees.
  - Completed the review and testing of BBVA and PNC Bank Merge.
  - Test the routing number and bank name in Banner Test Environment
  - Updated the bank name and routing in Banner Production
  - Provided customer services to employees making changes to their new bank via Jagnet self-service and via paper forms.

- Updated the current Texas' State Employee Charitable Campaign (SECC) spreadsheet, detailing campaign email reminders to all South Texas College via Faculty News, individualized emails to current charities and contributions listed for SECC renewal and latest updates to current contributions.

- Benefits:
  - Assisted in completing the Teacher Retirement System Regular Payroll Report for September.
  - Completed Creating Magic report for the month of October.
  - Completed Employee Demographic files for the Teacher Retirement System Regular Payroll Report.
  - Completed Employee Retirement System Retiree Report.
  - Completed Employee Retirement System Salary File upload for new fiscal year.
  - Completed September Employment After Retirement Report for Teacher Retirement System.
  - Completed the Leave Liability Report for fiscal year 2021.
  - Completion of Fiscal year 2021 Leave Audits for all employees.
  - COVID-19 related inquiries and positive case reporting.
  - Processed Americans with Disabilities Act and Family Medical Leave Act requests for employees.
  - Processed sick leave donations and sick leave pool requests for employees.
  - Reviewed the new vacation policy and assisted with frequently asked questions.
  - Sick Leave Pool enrollments, renewals and donations for the October open enrollment period.
  - Teacher Retirement System Service Verification forms.
  - October monthly and semi-monthly payrolls.
- 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):
  - Communicating with vendor representatives of the three (Ellucian Cloud, Oracle Cloud, and Workday) cloud-based ERP (Enterprise Resource Planning) systems to set up the agenda for a full (HCM) Human Capital Management system demo.
  - Researching the setup of the new Vacation Accrual procedures for the Ellucian Banner system. A Banner consultant request is in the works.
  - Working on creating an HRIS (Human Resources Information Services) website to provide users information and respond to their requests.
  - Working on setting up the EverFi training assignments for learners with not completed training in the fiscal year 2020.
  - Working on web data request form.
- HRIS Type of Access Provided:
  - Active Directory: 112
  - AppTrack: 0
  - Argos Access: 0
  - Banner: *5*
  - Credential Database: 0
  - DFS (Distributed File System): 2
  - FLAC: 1
  - JagNet Forms Management: 0
  - Send As – Email: 0
  - SSN: 2
  - Xtender access: *5*
  - *Total Count: 127*
- Systems/Reporting:
  - Visio charts:
    - Published: 1
    - Updated: 2

    - Created: 1
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 30
    - Resolved: 28
    - Currently Open: 6
  - PeopleAdmin Issues:
    - Assigned: 2
    - Resolved: 0
    - Currently Open: 2
  - EverFi Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0
  - Human Resources Website Updated Main | JagNet:
    - Assigned: 0
    - Resolved: 2
    - Currently Open: 2
- Report Development:
  - Worked on 25 reports this month:
    - 11 – Internal Report Requests
      - 2 Human Resources – Director of Human Resources
      - 3 Human Resources – Payroll
      - 5 Human Resources – Benefits
      - 1 Human Resources – Staffing
    - 14 – External Report Requests
      - 2 Academic Affairs - Vice-President
      - 1 Executive Director for Resource Development, Management, and Compliance
      - 5 Finance and Administrative Services – Vice President
      - 1 Office of the President – Open Records Request
      - 1 Community Relations
      - 1 Dual Credit Programs
      - 2 Information Technology
      - 1 Information Technology – Research and Analytical Services

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	146	81	TWC Claims	15	4
Fingerprints	98	35	Open Records Requests	2	0
DPS Driver Eligibility Checks	9	4			

Staffing/Staffing Support (Staff)	**Count**
Position requests	33
Job Descriptions reviewed and approved	13
Positions posted	36
Positions reposted	3
Positions extended	19
Positions canceled	5
Search committees' forms requested	38
Search committees assigned	40

Staffing/Staffing Support (Staff)	Count
Hiring proposals reviewed (HR Staffing Review workflow)	27
Job offers	48
New Hire Email Notifications:	
Full-time staff	9
Part-time staff DW	18
Part-time staff WS	39
Trainers	4
Positions filled	9
PeopleAdmin user updates	9
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations (with HR Benefits):	
Full-time staff	10
Part-time staff	7
Notice of Employments:	
Full-time temporary staff	
Part-time staff (WS)	37
Part-time staff (DW)	19
Trainers	98
Temporary Agency Employees:	
Request	10
Replacements	3
Assignment Extension	2

Faculty Staffing	Count
Position requests w/job descriptions	4
Positions posted	4
Positions reposted	0
Positions extended	3
Positions canceled	2
Search committees' forms requested	3
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	1
Job offers	1
Review Adjunct/Dual Credit applications	17
New Hire Email Notifications:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	1
Positions filled	4
PeopleAdmin user updates	10
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	3

Faculty Staffing	Count
SOAPCOL	15
PEAFACT	15
Resignations/Terminations	0
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	4
Reviewed in PeopleAdmin	1
Notices (1st, 2nd & Final notice)	26
Extension requests	31
Credentials entered in credential database Faculty/Staff	61
Vacancy Reports completed NOE course and Rate Review	76
Educational Supplements (Review, log, memo, send to payroll and faculty)	2
New hire/re-hire/transfer files (closing onboarding process) track transcripts	73
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	239
E-Verify	
Cases submitted	56
TNC cases	
Form I-9	
Banner entry/updates (PEAEMPL)	56
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	367
Processed Paper	37
Postings	
Closed (On-Line)	51
On Boarding	
New Hires	51
Transfers	7
Returning	6

Support	Count
Adjunct	2

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	67
Record Requests: External	41
Records Filed (by page)	828
Files Scanned & Indexed	516
New Hire/Active Personnel Files Prepared	40
New Hire/Active Transcript Files Prepared	5
Termed Personnel Files Prepared	1
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	146
Telecommunicating - Agreements Received and Logged	14
Employment Reference Checks Logged	1
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	3
Files Moved Back from Storage Room	1
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	10
Internal Transfers	5
Benefits Credits/Collections	2
TRS ED Records reported	500+
TRS RR Records reported	15
TRS Prior Yrs. of Svc Verifications	57
TexaSaver 457/403B Accounts	2
Faculty (Adjunct, Temporary)	1
Exits	
Full Time	10
Retirees	0
FMLA Requests	
New	7
On-Going Cases	15
Closed	7
FMLA Intermittent Requests	
New	2
On-Going	15

Benefits	Count
Closed	2
Approved Leave of Absence	
New	1
On-Going	1
Closed	0
Workers Compensation Claims	
New	4
On-Going Cases	4
Closed	5
Tuition Reimbursement Applications Processed	0
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	12
Dependent	5
Promissory Notes	3
Sick Leave Pool Enrollment	27
Sick Leave Pool Termed	0
Sick Leave Pool Donations	269
Medical Support Orders	0
ERS Changes	8
Vacation Settlement Worksheets	9

Payroll	Count
PDR Notifications	200
Direct Deposit Transactions	96
Full Time	12
Direct Wage/Work Study/Trainer	6
Resignations	
Full Time	
Direct Wage/Work Studies	
Garnishments	49
State Charitable Deductions	80
TXOAG Reporting	48
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	1
Address Changes	2
Form W-4 Changes	63
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	16

TWC	0
Letters sent	5
Phone Calls	10
Cell Phone Stipends	12
Adjunct Leave Forms	0
NOE	1
Letters of Appointment Rollover and Payroll Verification	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	30
Work Study	40
Adjunct	14
Overload	38
FLAC Dual Credit assignments reviewed	856
FLAC entries reviewed and applied	850
Trainers	67
Dual Enrollment	2
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	0
Faculty Classification Changes	0
Special Assignments	7
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	0
Staff Special Assignment	1
Large Class Payments	0
11/12 Salary Pay off	0
Educational Increase	1
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions	17
Compensations Worksheets/Updates	10
Approvals	17
Hiring Proposals	11
Payroll Worksheets	27
Move Request Updates	19
Monthly Online Department of Labor Employee Count	0

Report Development
Internal Reports
• Worked in collaboration with Human Resources Information Systems Department to generate the Argos report for the Texas Community College Teachers Association (TCCTA) 2022 Salary Survey
• Provided payroll register extract report from Monarch to HR/Payroll staff to assist in auditing the payroll for October 2021.

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:	NOVEMBER 17, 2021
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2021 – OCOTBER 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Board Workshop, October 1
- Participated in interviews of candidates for Executive Director of Public Relations and Marketing, October 4
- Attended Cabinet Meeting, October 6
- SACSCOC Verification Visit, October 7
- Conducted Guidelines for a Successful Advisory Committee Meeting Workshop, October 8
- Met with representatives from Western Governors University, October 11
- Met to discuss partnership opportunity for an Internship Program between CBP and STC, October 12
- Met to discuss RCPSE Tuition/Fee Review, October 13
- Meeting with Dean of BPST, October 13
- Attended DHSI Celebration, October 15
- Participated in Planning & Development Council (PDC) Meeting, October 15
- Met to discuss Carl Perkins status report, October 18
- Attended EWDC Meeting – Divisions of Liberal Arts & Social and Behavioral Sciences presented, October 19
- Met to discuss PLA guidelines and procedures, October 20
- Participated in TCCIA Board of Directors Meeting, October 22
- Facilitated Academic Council Meeting, October 25
- Met with HR to discuss NOE calculations, October 25
- Participated in meeting with VPs and new Marketing Director, October 26
- Met with STC President and Faculty Senate President and President-Elect, October 26
- Met to discuss Cooper Center Conference Rm usage for Dance and Music programs, October 26
- Attended STC Board Meeting, October 26
- Conducted STC & UTRGV Collaborative Workgroup Meeting, October 27
- Participated in NACEP Accreditation recognition event, October 28
- Met to discuss Cosmetology program development, October 29
- Met with Faculty Senate Executive Committee, October 29

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:

- Visit and tour to SpaceX in Boca Chica, October 5
- Coordination meeting with Student Activities, October 6
- Team meeting for Department Chairs and Secretaries, October 6
- Perkins Planning Workshop 1 with Department Chairs and Secretaries, October 6
- BPST Division's Guided Pathways Specialists meeting, October 6
- Discussion of location and facilities needed for the Vaccination Clinic at the Technology Campus, October 6
- Planning and preparation meeting with College Connections for future events, October 6
- Discussion with Public Relations and Marketing Department for website updates, October 6
- Technology Campus tour for staff from Institutional Research, Effectiveness, and Strategic Planning, October 7
- Clery Committee Meeting, October 7
- Discussion and Planning meeting regarding guidelines for a successful Advisory Committee Meeting, October 8
- Discussion for CTE Publications and Productions regarding the Perkins grant preparation, October 8
- Working meeting on application for Build Back Better grant with Project Manager, October 11
- STC Welding Lab Expansion Project discussion with Facilities Department and architect, October 11
- MADISSAR Grant Award Ceremony, October 11
- Presentations and tours preparation with Project Manager, October 13
- Manufacturing Day Recap and Planning for next event, October 13
- TEES Train and Build Back Better Regional Challenge partnership discussion with South Texas College, October 13
- Review Regional Center for Public Safety Excellence tuition and fees, October 18
- Virtual Campus tour for Jaguar Academy for each campus administrator, October 19
- Student Government Association's Retreat, October 15

- Celebration of DHSI Year 1, October 15
- Technology Campus updates with Educational Technology, October 15
- Planning and Development Council meeting, October 15
- Meeting to discuss Artificial Intelligence, October 18
- Celebrated Boss's Day, October 19
- Discussion of curriculum changes to Business Administration Program, October 18
- Perkins Summer Special Assignments meeting and next steps discussion of apprenticeships, October 18
- STC Technology Campus tour with Texas A&M's Katherine Diaz, October 19
- Technology Campus classroom audit for Educational Technologies, October 19
- Meeting with RGVision regarding updates on projects for CTE Programs, October 19
- Manufacturing Day event, October 20
- Dual Credit Program CTE Advisory Committee, October 20
- BPST Division check-in with Director of Center for Learning Excellence, October 20
- Future partnerships with PSJA ISD and South Texas College, October 21
- CTE Program Fair Planning and Discussion, October 21
- Update on We Persist Campaign, October 21
- Attended VIDA 25-year celebration dinner, October 21
- Library and Learning Support Services Advisory Group Meeting, October 22
- CBE Prospectus Discussion, October 22
- National Institute for Metalworking Skills Board meeting in Fairfax, Virginia, October 25 and Tuesday, October 26
- South Texas College and UTRGV Collaborative Workshop meeting, October 27
- Grant Initiation Meeting for Perkins State Leadership, October 27
- Meeting to discuss customized auto technician training programs at South Texas College and Spikes Ford, October 27
- Starfish Faculty Advising meeting, October 28
- Meeting with RGVision to discuss update to We Persist Campaign, October 28
- Webinar Rapidly Expanding Short-Term Cloud Computing Certifications, October 28
- Meeting to discuss Starr Campus Automotive Program, October 28
- NACEP Accreditation Ceremony, October 28
- IMAS Ornament Design discussion, October 29
- STC Cosmetology Program Meeting with Dual Credit schools, October 29
- PSJA tour of welding labs, October 29
- BPST Division – Department Chair Meeting, October 29

Project Manager

- Division of BPST and BPST Project Manager Monthly Check In, October 4
    - Planning Perkins Workshops for BPST Programs for FY 21-22
    - PLA Planning for BPST Programs
    - Technology Campus Events
    - BPST Programs Facility Updates
    - NAPE update
- SpaceX Tour, October 5
- Meeting for BPST Chairs and Secretaries, October 6
- BPST Perkins Workshop I, October 6
- BPST Guided Pathways Specialists Meeting, October 6
- College Connections – Counselor Update Meeting with BPST, October 6
- BPST Website Discussion with PR, October 6
- Perkins V – NAPE Training-Leading for Equity, October 7 & 8
- Discussion for CTE Publications/Production, October 8
- Build Back Better – Grant Planning discussion, October 12
- IMAS Christmas Tree discussion with PR, October 12
- CTE Parent Tour and Presentation with Dual Credit Program, October 13
- TEES TRAIN/BBBC & South Texas College BPST Division Meeting, October 13

- RGV Leadership Training, October 15
- Emerging Technology Simulation Specialist Committee Meeting, October 18
- Meeting to discuss Artificial Intelligence with AMT, October 18
- Technology Campus Tour with A&M TEES TRAIN/BBBC, October 19
- Technology Campus Classroom Technology Audit with Educational Technology, October 19
- Meeting with RGVision, October 19
- CTE Program Fair Meeting Dual Credit Programs, October 21
- Technology Campus Tour with Zoho, October 25
- Emerging Technology Simulation Specialist Interviews, October 25
- Action Research / CTE Leading for Equity Training, October 26
- PR Meeting for Facebook Live with Law Enforcement, October 27
- Grant Initiation Meeting, Perkins State Leadership Grant ACE2, October 27
- Meeting for Automotive Program Expansion at Starr County, October 28
- Tour of PSJA Welding Labs, October 29
- Department Chair Meeting, October 29

Director of the Regional Center for Public Safety Excellence

Major Meetings/ Activities:

- Completion of IE plan, October 5
- Meeting with Pharr Fire Chief, Fire Department regarding fire training at RCPSE, October 7
- Mental Health Alliance group at RCPSE facility use, October 8
- Discuss RCPSE tuition and fees cost for training, October 14
- Meeting regarding virtual tour of campuses Jaguar Academy, October 14
- Meeting with Facilities, October 14, 20 & 21
- Monitored / evaluated Writing Narcotic Search Warrant training class, October 18-20
- Meeting on reducing cost on equipment use at RCPSE firearms simulator, October27
- Meeting/Training on School Dude, October 29

Promoting Upcoming Trainings:

- FBI LEEDA Executive Leadership course, October 4-8
- Monitored trainings at RCPSE week of, October 4 – 8
- Coordinating new training course with outside agency, October 4
- Outside Agency requesting future use of training simulator, October 4
- Pharr Fire Department training on fire course at RCPSE, October 4-7
- Coordinating new training courses for November/December at RCPSE, October 7
- Contacted a Federal Agency for a training course at RCPSE, October 7
- Submitted TCOLE credit and distributed certificates of completion to students attending the FBI LEEDA course, October 8
- Interview and Interrogation course; distributed certificates to students completing training, October 11-15
- Writing Narcotic Search warrant class, October 18-20
- Contacted new Edinburg Police Chief regarding training classes at RCPSE, October 19
- Sent out information on warranty for VIRTRA firearms simulator training, October 20
- Distributed certificate of completion to Writing Narcotic Search Warrant training class and reported training to TCOLE, October 20-21
- Distributed information to additional agencies on upcoming training classes, October 21
- Contacted Regional Fire coordinator regarding fire training at RCPSE, October 28
- Contacted TEEX coordinator regarding fire training at RCPSE, October 28
- Attended Law Enforcement fair at PSJA Southwest HS, October 29
- Registered students with Continuing Education for upcoming training in January, October 29

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Curriculum Management – Chair Training for Workforce Programs (Online), October 1
- AEDT instructor attended DFTG 1430 Civil Drafting 1 online session on Plan & Profile: Earthworks & Road Cross Sections by Associate Professor for professional development, October 4

- AEDT architecture lecturer met with Assoc. Prof. on course scheduling, October 4
- Autodesk University 2021 Conference (online), October 5-7
- AEDT work study request and preparation, October 4
- October Council of Chairs of Meeting, October 5
- Meeting for BPST Chairs and Secretaries, October 6
- Assistant Chair & AEDT faculty participated in a Teams meeting with Open Labs Logistics Manager for Laser Cutter Training, October 6
- BPST Program Chairs and Secretaries Perkins Workshop 1, October 6
- Assistant Chair & AEDT faculty Meeting with Open Labs work out details regarding Laser Cutter Training, October 7
- AEDT Lecturer attended Texas Society of Architects Conference: Legacy in San Antonio, TX, October 7-9
- Assistant Chair attended Conference in the Cloud (CIC) Returns Presenter/Moderator Drop-In Training to prepare for Online Consortium of College & University Media Centers conference, October 8
- Guidelines for a Successful Advisory Committee Meeting, October 8
- AEDT instructor attended the Active Shooter Workshop with Tabletop Exercise, as part of building responder training on October 12
- AEDT Tutor Appreciation, October 12
- Collaborative Presentation on Virtual Reality by AEDT Assistant Chair & Ed Tech Instr Support Mngr at the Online Consortium of College and University Media Centers (CCUMC) Conference, October 13
- Associate Professor & Lecturer met with another lecturer for training on using overhead document camera equipment and Jag Studio, October 13
- Chair Academy - Fall 2021 Sessions 3-5, October 01, 15, & 29
- Presented Surveying and Geospatial Technology program to Planning and Development Council, October 15
- Associate professor attended meeting for Faculty Senate Salaries & Benefits Committee (online), October 18
- Perkins Summer Special Assignments Meeting with Dean & participating faculty, October 18
- Family Reading Night at Mid-Valley Campus Library, October 20
- RGV LEAD's Career EXPO Test run, October 22
- AEDT Department Meeting, October 22
- Emerging Technology Simulation Specialist interviews October 25 & 27
- Adobe MAX — The Creativity Conference, October 26–28
- Assistant Chair (FS Senator) attended the Faculty Senate Meeting, October 26
- RGV LEAD's 20th Annual Education & Career EXPO, October 27 & 28
- Architectural Design I (Studio) mid-term student reviews, October 27
- AEDT Advisory Committee Meeting, October 28
- Workshop- Book Study (3 - Part Series): The Productive Online Professor, October 28
- Chair completed and submitted Chair Academy Assignments for the month of October.
- AEDT faculty, Jesus Amaya hosted a training for Open Labs technician on the laser cutting/engraving technology, October 29
- BPST Division Department Chair Meeting, October 29
- IMAS Ornament Design creative planning meeting with AEDT faculty & Dean, October 29

<u>Community Outreach:</u>

- IMAS 2021 Christmas Tree Forest Celebrating the Rio Grande Valley – BPST division programs will be participating in this contest by decorating one of the trees with hand-made ornaments representing the programs in the division. AEDT is one of the participating programs and will be laser cutting/engraving and 3-D printing ornaments to represent architecture and its presence in the Rio Grande Valley. Faculty and staff will also be assisting other programs with their ornament productions.

Automotive Technology

- Visited Service managers from Bert Ogden, Clark Chevrolet, and South Texas Buick GMC to remind them about the GMASEP committee meeting and to see how things were doing with The GMASEP students that are being Sponsored. Also, was able to communicate with the Service managers from Gillman Chevrolet in Harlingen, and Payne Weslaco about the event on the week of October 4-8
- Attended the Automotive Advisory Committee meeting. Purpose of advisory committee and program curriculum was discussed. Voting for new Chair and Vice-chair was completed, October 13

- Attended the GMASEP advisory committee meeting. In that meeting the local GM service manager and GM program instructors discussed student enrollment, GMASEP student sponsorship, and key topics on program/dealer relations, October 14
- Attended an O'Reilys training hosted by Dorman. In this 4-hour training we were kept up to date with automotive reprogramming hardware and proper procedures in automotive programming, October 14
- Meeting with General Manager from Payne Rio Grande Motors. This meeting included a tour of the shop and a conversation on how Payne Rio Grande could be a partner in hiring our graduating students. General Manager agreed to be a part of the Automotive Committee and represent The Star County area, October 18
- Completed 2 GM emerging issues training seminars. Each seminar is 1 hour long and cover various updates on General motors topics, October 20
- Meeting with staff from distance learning to help with the Automotive BB Ultra transition, October 20
- Instructors attended the required IAGMASEP international virtual/Zoom conference business meetings, October 25 and 26
- Participated in virtual/Zoom Education and Career Expo presented by RGV LEAD Expo Committee, October 28

Business Administration

- Chair attended Chair Academy sessions, October 1 & 15
- Part of the tour at Space X, October 4
- Met with Chair of the Math department to discuss a retail math course preparation for HEB; BA department faculty was also present, October 4
- Department attended PSJA College Night event, October 6
- Chair and instructor met with Continuing Education to continue discussing 2 pathway projects: Quickbooks Certification and Tax Preparation, October 7
- Economics faculty) participated in a news interviews as expert in economic topics.
    - Federal student loan forgiveness program expands for public-sector workers, October
    - Thanksgiving food shortage and price increases expected this year, https://www.valleycentral.com/news/local-news/thanksgiving-food-shortage-and-price-increases-expected-this-year/ , October 28

- INNO and Binational Educational Symposium meetings are ongoing during October, team working on event include Economics instructor and Business Administration instructor. Event is set to be held virtually November 10th & 11th in partnership with UAT (Universidad Autonoma de Tamaulipas).
- INNO team secured two sponsors for event gifts: IBC Bank and Rodriguez Alday Team (Imperio Real Estate)

Culinary Arts

- The Cooking Spot - "The Bird is the Word: Making the Perfect Roasted Chicken," October 1
- Faculty Attended Sharyland CTE advisory board meeting, October 3
- Council of Chairs, October 5
- Met with representative from Conrad Hilton College of Hospitality from U of H to discuss starting the articulation process, October 5
- Division Chair Meetings, October 6
- Behavioral Intervention Team (BIT) meeting, October 6 & 20
- Guidelines for Successful Advisory Committee Meeting, October 8
- Recorded four (4) TikTok videos with PR, October 8
- MADISSAR Grant Award Ceremony, October 11
- Counselors Event Update - Planning Session, October 12
- Meeting with College Connections to discuss Tamalada for HS counselors, October 12
- Hispanic Food Festival, October 14
- AWCC Pinning Ceremony, October 14
- The Cooking Spot – "You've got another thing crumbing: Baking better biscuits," October 15
- DHSI Grant Ceremony, October 15
- Met with Art and Music Chairs to discuss Sabor Fest, October 15
- PDC, October 15
- College Wide Curriculum Committee Meeting, October 19
- NISOD Fall Virtual Conference October 20 – October 22

    - Attended "Keynote"
    - Attended "Crossing the Border…"
    - Attended "Intersectionality, the Role of Intercultural Competence…"
    - Attended "Majoring in the MICRO…"
    - Attended "Turning your online classes into a radio show"
    - Attended "The Inclusion Illusion"
- Meeting with Chef Alyssa Cantu regarding future events, October 21
- Culinary Arts Department Meeting, October 22
- Academic Council Meeting, October 25
- STJDA Ribbon Cutting Ceremony, October 25
- Meeting with Adan Medrano to plan next visit/workshop, October 25
- Met with Regional office of Baylor Collaborative on Hunger and Poverty to discuss partnering in program to improve and promote childhood nutrition programs in the local ISDs, October 25
- Empty Bowls Fundraiser for the Food Bank RGV, October 26
- Education and Career Expo, October 27
- NACEP Accreditation Recognition Event, October 28
- The Cooking Spot- Pan De Muerto, October 29
- Sabor Fest Planning Session, October 29
- Division Chair Meeting, October 29
- Sent Calendar of Culinary events to PR for local press releases and promotion, October 29

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

Major meetings:

- Coordinated DBT faculty Drone Flight Training, October 1
- Attended Council of Chairs, October 4
- Visit to Space X, October 5
- BPST meeting with Chairs and Secretaries, October 6
- Attended Perkins Workshop, October 6
- Meeting to discuss Facilities for Vaccination Clinic, October 6
- Meeting with IAM to discussion hands on construction program, October 6
- Construction Supervision Program Coordinator attend the PSJA College Night, October 6
- Program Chair and Program Coordinators attended Guidelines for a Successful Advisory Committee Meeting, October 8
- Meeting with DBT faculty, October 8
- Attended MADISSAR Grant Award Ceremony, October 11
- Attended Planning & Development Council, October 15
- DBT Assistant Chair met with Magic Valley Electric Coop for the development of a Lineworker Occupation Skills Award, October 15
- Attended College Wide Curriculum Committee Meeting, October 19
- Attended Electrician Technology Advisory Committee, October 21
- HVAC faculty attended student club meeting, October 7, 14 & 21
- Meeting with hiring committee for Faculty Secretary, October 22
- CBE Prospectus - Learning Outcomes meeting, October 22
- Attended CBE Prospectus - Learning Outcomes Alignment meeting, October 25
- AEDT Advisory Committee meeting, October 28
- Attended College Safety Committee meeting, October 28
- Meeting with AEDT faculty for IMAS Ornament Design, October 29
- Attended HVAC Advisory Committee, October 29

Major activities:

- Students from our Electrical Technology Program assisted the City of McAllen Convention Center with their electrical maintenance and repairs of luminaire and receptacles for their upcoming events. October 4-6

- Construction Supervision Program Coordinator attend the Family Night Out Event Sponsored by the Hidalgo County Sheriff Department, October 5
- HVAC instructor attended the Edcouch-Elsa High School Career Fair, October 6
- Began research and development of Linework OSA or certification based on advisory committee discussion, October 8
- Aided in the Coordination of the Vaccination Clinic at the Technology Campus, October 6
- Electrician Assistant's electrical classes continued to donate their labor skills to the City of McAllen through activities aimed at decorating the McAllen Convention Center for the event named Las Palmas Festival. The ELPT program from South Texas College is grateful for this partnership with the City of McAllen, October 6
- DBT Assistant Chair and Electrician Assistant instructor attended Night Out community event at Payne Arena, October 5

- Coordinated upcoming travel for the DBT program, CBExchange and ASHRAE Conference, October 1-31
- Hosted BPST Technology Campus tour for Zoho Corporation, October 25
- Coordination with Learning Outcomes to reevaluate course maps for all DBT programs, October 22-31
- Participated in AEDT Studio Mid Review, October 27
- Coordinated with the City of Hidalgo for potential partnerships on upcoming city events, October 8
- Worked with Guided Pathway Specialist to updated template for program inquiries, October 18
- Assisted BPST Dean in Starr County Campus Welding Lab Expansion architectural comments, October 19-31

Grant Activity:

- Assisted the Institute for Advanced Manufacturing in the development and application of an apprenticeship grant for a hands-on Construction Program, October 5-6
- Coordinated and submitted documentation for Perkins State Leadership Grant – ACE, October 11-27
- Coordinated with The Institute for Advanced Manufacturing for upcoming grant to offer OSHA 30 to students, October 14-21.
- Completed MADISSAR grant funding documentation, October 20
- Attended MADISSAR Grant Award Ceremony, October 11
- Attended Perkins Leadership Grant initiation meeting, October 27

Fire Science

Major Meetings

- Texas Commission on Fire Protection Regional Meeting, October 5
- RGV – State Firefighter and Fire Marshal's Association meeting, October 7
- Search Committee interviews for Lab Assistant Position, October 21

Major Activities

- Mission Fire Department Fire Prevention Night Out, October 4
- National Night Out City of Hidalgo, October 5
- General TCFP Curriculum State Skills, October 14
- Communications TCFP Curriculum State Skills, October 15
- Attended Drone Training/SOARD Solutions, October 18-22

External Visits

- College Fair – Edcouch-Elsa High School, October 6
- Monte Alto ISD Fire Prevention Presentation, October 7
- Expo 2021 Event, October 27
- Palmview Night Out, October 28
- Weslaco Public Safety Ground Breaking Ceremony, October 29

Human Resources and Office Administration

- Attended Space X visit/tour, October 5
- Council of Chairs Teams meeting, October 5
- Department Chair and Secretary meeting, October 6
- Faculty Advising Cert Training via Teams, October 7
- Active Shooter Training via Teams, October 12
- Attended College Wide Curriculum Teams meeting, October 19
- NISOD annual virtual conference, October 20 & 21

- Mid Valley Campus reading event drive, October 20
- Attended South Texas Manufacturing Association meeting, October 26

Law Enforcement

Major Meetings

- Space X Visit and Tour, October 5
- Council of Chairs Meeting, October 5
- Meeting for Chairs and Secretaries at BPST, October 6
- Perkins Workshop Meeting, October 6
- Guidelines for a Successful Advisory Meeting, October 8
- Law Enforcement Advisory Meeting, October 11
- RCPSE Tuition/Fee Review Meeting, October 13
- College Wide Curriculum Meeting, October 19
- Faculty Senate Meeting, October 26
- Facebook Live Meeting for Programs, October 27
- Chair Meeting at Tech Campus, October 29

Major Activities

- Learn the Sound of Fire Safety Kick off, October 4
- Corpus Christi PD recruited police cadets for employment, October 18
- Houston PD Recruitment Event for Police Cadets, October 20
- Pharr FD demonstration of Haz-Mat equipment (Lt. Bustamonte & team), October 22
- Pharr PD demonstration of DWI detection skills, October 25
- CPR Instructor Certification Training (Online), October 27
- Attended groundbreaking ceremony for the City of Weslaco Public Safety Building, October 29
- Cadets Juan Rodriguez, Oziel Garcia, and Jorge Reyes invited to participate in the Pharr Police Department SWAT Training, October 30

External Visits

- Hidalgo County and Hidalgo PD National Night out, October 5
- McAllen Fire Training Facility Active Shooter Training, October 7 & 8
- La Joya National Night Out, October 12
- Weslaco Night Out, October 16
- Standardized Field Sobriety Test Training at Pharr PD, October 25th & October 26th
- Alton National Night Out, October 29
- Palmview National Night Out, October 28
- Future Heroes 5K Run, November 20

Paralegal and Public Administration

- Program Coordinator attended Ed Couch Elsa College and Career Fair, Ed Couch, October 6
- Mercedes High School College and Career Fair, October 7
- Held Paralegal Advisory Committee meeting, Via Zoom, October 19
- Presentation at RGV LEAD Annual Education and Career Expo via Zoom, October 27
- Ongoing student advising for Spring 2022 - Immigration Law Course OSA

External Visits:

- Conversations with LGLA Chair Jennifer Morales advisory committee member regarding filling advisory committee member positions and para legal adjunct recruitment.

Recognitions:

- Student Recommendation Sarah Reyes for paralegal position to Attorney Mr. Aurelio Garza, McAllen, TX

Welding

- Met with administration and faculty from Lewis Clark College via Zoom presentations with Economics instructor to discuss CBE courses and how the Welding program is playing a key role with those courses, October 4
- Business, Technology and Public Safety visited the Space X facility at Boca Chica. The purpose of the tour was to familiarize the faculty with opportunities for the students from South Texas College, October 5

- Attended Chair Leadership Academy, October 15 & 29
- South Texas Manufacturers Association Luncheon. The Welding program presented 4 door prizes, October 26

- Welding Tour of the PSJA welding labs: PSJA Collegiate shop was visited with welding program chair, Certified Welding Inspector, BPST Dean and visited the facility at Bellew campus as well. The purpose of the shop visits was to get a different prospective as the welding lab expansions at Technology Campus, Starr, and Mid Valley are planned in near future, October 29

- Instructor worked on several TikTok videos promoting the welding program. The instructor has been promoting the program with social media videos and pictures depicting students welding during his pipe classes. The videos are posted on social media and have several view and shares. Current and former students are looking in to the continuation of combination certificate as well as AWS Certification as a result of the videos.

- Instructors created a trophy with their GTAW and fabrication students. The trophy was presented to a car club that was promoting youth with Education and cars. The car show was held in conjunction with the Rio Grande Toros soccer team. The trophy incorporated auto parts as well as the RGV Toros. The students worked with faculty to cut out pieces with the CNC Plasma Table. The height of the trophy was over 4 feet tall.

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean attended:
  - Texas Multiple Measures Assessment Convening
  - Grant Initiation Meeting for the OER Development and Implementation Grant (THECB)
  - OERTX Showcase
  - Texas Success Center: Unpacking equity through data: Advance work Data Overview
  - #RealCollegeTX Topic 3 - Emergency Aid
  - Texas Transfer Framework Meeting
  - Dual Credit Traditional Advisory Committee Meeting
  - NISOD Conference
  - STC & UTRGV Collaborative Workgroup Meeting
  - Policy Localization Training Session

- Convened Liberal Arts Chairs Meeting, October 6
- Attended 2021 Hispanic Food Festival, October 14
- Los Camaradas with Jose Pena Art Exhibit, October 14
- DHSI Grant Celebration, October 15
- Presented at the Education & Workforce Development Committee Meeting, October 19
- Convened LA Support Staff Meeting, October 20

- Participated in ASCENDer's 10th Annual Noche de Familia at the Starr Campus. Guests included the Fall 2021 incoming ASCENDer students, their parents, and the Fall 2021 ASCENDer graduates. Guests were welcomed by Starr Campus Administrator, Dr. Arturo Montiel along with the Starr Campus Team. Parents enjoyed an overview of the program, viewed alumni videos, enjoyed dinner, and played lotería, October 25

- Participated in the Catch-the-Next Site Visit, October 27
- Attended Painting Workshops with Jessica Monroe and Brittney Luna, October 27
- Attended 2021 ASCENDer Fall Seminar, October 28 – 29
- NACEP Accreditation Recognition Event, October 28
- Served on the search committee for the Staffing and Recruiting Manager, October 29

DEPARTMENT/PROGRAM REPORTS:

Art

- The Art Department hosted an exhibition (October 5 – 28) titled, Los Camaradas in the Building B Art Gallery including the works of Joe Peña, Jimmy Peña, Manny Chapa, Rolando Reyna, Gerald Lopez, and Ricardo Ruiz.
    - The Department-hosted reception provided a platform for the artists to speak with students regarding their artwork, live demonstrations, review of student portfolios, and discussion of transfer possibilities to Texas A&M University's Bachelors and Masters of Fine Arts programs in Studio Art. October 14

- In coordination with the RGV Bethel Garden Mural Taskforce and Village in the Valley, the South Texas College Library Art Gallery and Art Department helped to preserve history and culture in McAllen, Texas, by painting four (4) murals at the Historical Bethel Garden in the themes of Hope, Faith, Love, and Unity. Students were invited to help paint the mural. October 6 – 7

- The Texas Association of Schools of Art (TASA) hosted its annual conference and exhibition. The Art Department had Faculty attend the virtual conference, as well as exhibit works in their virtual gallery. Art Faculty and Department Chair, is on the board of TASA, helping to develop this year's theme as well as providing support within conference breakout rooms. October 22
- Art Faculty hosted a Ceramics Exhibition, including an artist workshop, at Tarrant County Community College Northwest Galleries. October 4
- Scott Nicol, Art Faculty and 1992 Austin College graduate, is having an exhibit of his work, "Ladders and Walls," on display in the Dennis Gallery of Forster Art Complex (October 22 – December 10, 2021). His exhibition of photographs and sculptures related to the South Texas border wall is presented by the Austin College Department of Art and Art History.
- Art faculty hosting the following:
    - a movie night for students every Wednesday at 4 p.m. in PCN Y 1.105, and
    - an "Art Break" every Wednesday from 12:30 to 3:30 p.m. for Faculty, Staff, Admin, and students to color, doodle, cut, paste, and chat. The event aims to spur ideas, destress, and to create a sense of community.
- The Art Department is restarting the Art Club at Pecan.

English

- English Faculty lecture on Kurt Vonnegut and Mark Twain was made available at Center for Mark Twain Studies.
    - Video may be viewed at https://marktwainstudies.com/vonnegut-twain-lecture-now-available/
- English Department's *Antigone* Common Reading Round Table
- English Faculty delivered talk on various literary theories to consider the artistic merit of The Walking Dead television series.
- English faculty delivered lecture on Hemingway's Lost Generation novel *The Also Rises* at the Rainbow Room.
- ENGL Faculty delivered lecture on Faulkner's modernist novel *The Sound and the Fury* at the Rainbow Room.

Music

- The Music Department kicked off Fall concert series with the Guitar Studio Concert, featuring students of Assistant Professor of Guitar, October 13

- Hosted Guest Artist Recital, featuring UTRGV Piano Professors, Dr. Brendan and Shoko Kinsella, Oct 15
- Mr. Cather presented at RGV LEAD's 20th Annual Education & Career EXPO, October 27
    - Presentation may be viewed at: https://youtu.be/hnPHqaNm2pc?t=3861

- The STC Jazz Ensemble performed for the NACEP Accreditation Recognition Ceremony, October 28

Theatre/Dance

- In-person rehearsals for the Theatre & Dance Department's production of *The Ghost Sonata*, by August Strindberg and adapted by Marcela Garza, began the week of October 4. The live production will be held

November 18 – 21 with November 20 reserved for two school matinees (10 a.m. and 1 p.m.). Majors are currently working with the Department in the shops in preparation for the November premiere.

- Dance Faculty led (2) Saturday movement classes for the community; events were free and available for ages 14 and up, October 9 & 16
- Dance Faculty is continuing rehearsals with members of the STC Dance Collective and choreographing pieces for their February dance concert titled *Resilience*.
- The Theatre and Dance Department hosted Richie Goes Gray – an adaption of Stephen King's novella, directed by Joshua Kennedy, and written by Dr. Brian Warren. This production was the Theatre and Dance Department's first in-person event and was held in the Black Box Studio, November 15 and 16 at 7:30 PM. This production was free with limited seating (40 patrons). All showings were at capacity.
- In preparation of the South Texas Theatre Auditions on Monday, November 15, Robert Ramirez, UT-Austin Theatre & Dance Department Chair, led an in-person audition workshop for those intending to participate in the event. The Audition Workshop was held on Wednesday, October 20th at 6:30 p.m. in the Rainbow Room. The event was attended by students from the College as well as those from as far away as Corpus Christi and Harlingen.
- On Tuesday, October 11, STC Faculty met with Marcos Martinez and Brisa Areli Munoz to discuss *One Nation/One Project – A National Arts & Wellness Project*. The project is a partnership with the National League of Cities, J.J. Abram's Bad Robot Productions, Adventureland LLC (Hamilton Producers), the University of Florida Center for Arts and Medicine, Community Health Centers, and a team of national artists led by Clyde Valentin and Lear deBessonet. Bad Robot Productions will visit each of the selected sites to film footage for a documentary on project to premiere on a major streaming platform. The project is inspired by the Federal Theatre Project's 1936 event which included 18 cities, towns, and communities producing and adapting the same play and opened it on the same night. One Nation/One Project will do the same by bringing 18 communities with local artists, Community Health Centers, and stakeholders to work together on a 2-year project which speaks to the theme – "There's no place like home.".

- Department chair is Chair Elect for the American Alliance for Theatre and Education, working with its board and membership in organizing the 2nd Leaders of Color Institute (LOCI) scheduled for November 5 and 6. LOCI is a dedicated space for global majority artists, teachers, arts professionals, administrators, and anyone who wants to learn from and interact with other leaders in the field. Our intent is to provide professional development opportunities which includes peer exchange, artistic vision, and leadership skill development. It is also an opportunity to share our work, successes, challenges, and make new connections with potential collaborators in the field.

World Languages

- The World Languages Department and Student Activities hosted "Hispanic Food Festival 2021" to wrap up Hispanic Heritage Month. The event allows students to taste the richness of the variety of Hispanic food and to create a space where they coexist as a community.

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

DIVISION DEAN'S REPORT:

- Attended STC Board Meeting, October 1
- Grant meeting, October 1
- DE Academies – Bachelor Programs Presentation, October 1
- Forio Simulations presentation, October 5
- Attended Project Management Course Meeting with TMGT Chair, October 5
- Facilitated MSITB Chair Leadership meeting, October 6, 21
- DHSI Celebration Planning Meeting, October 6
- Bachelor Programs Simulation Assessment Project/Grant Opportunities, October 6

- Participated in Pecan Campus Tour, October 7
- Attended Grant Initiation Meeting: OER Development and Implementation Grant (THECB), October 7
- Division Curriculum Meeting, October 7
- Guidelines for a Successful Advisory Committee meeting, October 8
- Meeting with STC and Western Governors University, October 9
- Attended meeting regarding opportunity for internship program between CBP and STC, October 12
- Meeting with Director of Centers for Learning Excellence, October 12
- Attended Student Progression and Success Team meeting, October 12
- Participated in DHSI Celebration Event Walk Through, October 13
- Attended Planning and Development Council, October 15
- Participated in Interdisciplinary Advising meeting with Dean for Liberal Arts, October 18
- Facilitated Improve Student Success Discussion EdReady Option, October 19
- Attended College Wide Curriculum Committee Meeting, October 19
- DCP Traditional Advisory Committee Meeting, October 20
- Library and Learning Support Services Advisory Group meeting, October 22
- Met with Zoho Corporation/MEDC Visit with Vice President of Student Affairs and Enrollment, October 25
- Attended Academic Council meeting, October 25
- Participated in Academic Coach interviews, October 26
- Attended STC and UTRGV Collaborative Workgroup meeting, October 27
- NACEP Accreditation Recognition Event, October 28

Project Manager

- Attended meeting with DHSI Coordinator to discuss InsideTrack, October 19
- MSITB Leadership meeting, October 21
- Manager Training with InsideTrack, October 21
- STARTREC meeting with UTRGV, October 21
- Coaching Reinforcement Training with InsideTrack, October 22
- InsideTrack meeting for bi-weekly follow up, October 22
- STEM Success Academy meeting, October 25
- Attended B2BMed grant meeting, October 25
- Met with DHSI Coordinator to identify grant stakeholders, October 26
- Completed Risk Assessment for MSITB Division, October 28
- Attended B2BMed grant meeting to discuss grade reporting, October 28

BACHELOR PROGRAMS:

BASOL

- Facilitated a meeting with Career Services to discuss their Career Portfolio, October 1
- Met with OPOD's Training Coach to discuss InsideTrack and a potential internship with the Academic Coaches, October 1
- Participated in the CBE Discussion with Lewis and Clark College, October 4
- New SACS CBE Approval Polices discussion with Dallas Community College, October 5
- Forio Simulations Demo, October 5
- Participated in the October Council of Chairs meeting, October 5
- MSITB Chair Leadership Meeting, October 6, 21
- Facilitated the Bachelor Programs Simulation Assessment meeting, October 6
- Met with new Adjunct BASOL Faculty to do a course review, October 6
- Participated in the Leadership McAllen Education Class Planning meeting, October 6
- Facilitated the October Division Curriculum Committee meeting, October 7
- Attended the McAllen Chamber's McAllen's Man & Woman of the Year, October 7
- Participated in the CBExchange Panel upcoming session recording, October 8
- Guidelines for a Successful Advisory Committee meeting, October 8
- InsideTrack/South Texas College Partnership Meeting, October 8
- McAllen Chamber's Ribbon Cutting of Dale Shine, October 8
- Participated in the BASOL presentation to the US Army along with Veterans Office and Recruiting, October 8

- Facilitated the American Association for Women in Community Colleges (AAWCC) Board meeting, October 11
- Participated in the Bachelor Programs and Curriculum meeting, October 12
- Leadership McAllen Steering Board meeting, October 12
- Participated in the National Society for Leadership and Success Bi-Monthly meeting, October 13
- VP IS, Plng, Perf & Strat In and the US Navy College to BASOL program potential track, October 14
- McAllen Chamber Ribbon Cutting – Legends Restaurant, October 14
- McAllen Chamber Ribbon Cutting – Hidalgo County GOP, October 14
- Participated in the American Association for Women in Community Colleges (AAWCC) Leadership Training and Pinning Ceremony, October 14
- Presented to the Army Soldiers, October 15
- Facilitated a meeting with the Program Chair for Government to discuss CBE Government courses, October 19
- Meeting with the American Association for Women in Community Colleges (AAWCC) and Career Services for the upcoming Etiquette Dining Training in December, October 19
- Participated in the College-Wide Curriculum Committee meeting, October 19
- Attended the McAllen Chamber Ribbon Cutting – Rio Grande Valley Mobile X-Rays, October 20
- Participated in the Hispanic Women's Network of Texas "Latinas in Progress" Meeting, October 20
- McAllen Chamber Salvation Army Ground Breaking Ceremony, October 21
- McAllen Chamber Ambassador October meeting, October 21
- McAllen Chamber Ribbon Cutting – The Structure Team and STBA, October 21
- Participated in the Virtual NSLS Leadership Summit, October 22-23
- Faculty Senate Newsletter Committee Meeting, October 22
- Facilitated the BASOL Capstone Student Dinner Pre-Celebration, October 23
- Participated in the McAllen Chamber Ribbon Cutting for STJDA, October 25
- Volunteered at the Vaccination Clinic at the Pecan Campus, October 26
- Meeting with the Dean for Distance Learning, TMGT, and MHSM Program Chairs, October 26
- Participated in the Faculty Senate October Monthly meeting, October 26
- Presented at the 2021 Virtual Education & Career Expo, October 27
- Participated in the IT Risk and Security interviews, October 27
- McAllen Chamber Ribbon Cutting for Thai Express, October 27
- Participated in the National Society for Leadership and Success E-Board Meeting, October 30

Computer Information Technology/Computer Science

- Participated Chair Academy October 1
- Workshop #202469 Curriculum Management – Chair Training for Workforce Programs October 1
- Forio Simulations October 5
- Council of Chairs Meeting, October 5
- Chair Leadership Meeting October 6, 21
- Participated the Computer Science Virtual Meeting with Parents and Students, October 6
- Division Curriculum Committee Meeting October 7
- Participated at CWACC, October 8
- Guidelines for a Successful Advisory Committee Meeting, October 8
- Attended meeting regarding IT & Computer Science Web Page, October 12
- Participated at Chair Academy, October 15
- Attended College Wide Curriculum Committee Meeting, October 19
- Meeting "Accelerating Credentials of Purpose and Value", October 25
- Grant Proposal Meeting for New CIT Program, October 25
- Academic Coach Interviews, October 26
- Faculty Senate, October 26
- Attended meeting regarding web design class October 29
- Meeting "Mapping (IT&CS Program Pathways)", October 29
- Attended Policy Localization Training Session, October 29

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Presented at Assistant Chairs Meeting, October 1, 8, 29
- Attended STEM Grant Meeting, October 1
- Public Relations Committee Meeting, October 1
- October Council of Chairs Meeting, October 5
- Attended Chair Leadership Meeting, October 6, 21
- October Division Curriculum Committee Meeting, October 7
- Faculty Advising Committee Meeting, October 8, 29
- LSAMP-Louis Stokes Alliances for Minority Participation, October 11
- Attended Workshop #194819: Escape Boxes in Teaching and Learning, October 13
- Attended Workshop #194855: Book study (3-part series): The Productive Online Professor, October 14
- AAWCC Pinning Ceremony, October 14
- Presented Assistant Chairs Meeting, October 15
- Attended Planning & Development Council Meeting, October 15
- Grant Initiation STARTREC Meeting, October 15
- College Wide Curriculum Committee Meeting, October 19
- Biology: The Psychology of Studying, October 20
- Attended Biology Blood Drive Event, October 20
- STEM Academy-Cohort 3 Budget Meeting, October 25
- Proctoring Taskforce Committee Planning Meeting, October 25
- B2BMED cohort 3 Recruitment Meeting, October 25
- Workshop #200017: Evaluation Strategies and Logic Model Development, October 26
- Attended Discussion on Trip for DEMSA SEA-PHAGES students Meeting, October 27
- Workshop #194855: Book Study (3part series) The Productive Online Professor, October 28
- Attended B2BMED Grant Grade Reporting Meeting, October 28

Chemistry

- Recorded Chemistry videos for Public Relations, October 8
- Met with OER committee, October 8
- Participated in SACSCOC verification visit, October 7
- Attended the October Division Curriculum Committee virtual meeting, and presented changes to Chemistry History Core Electives, October 7
- Submitted update to History Core Curriculum, October 6
- Attended the Chair Leadership virtual meeting, October 6, 21
- Attended the October Council of Chairs virtual meeting, October 5
- Worked with curriculum office to update Spring 2022 schedule, October 1-4
- Participated in DCF Interviews for Biology and Chemistry, October 22
- Attended Monthly NSF Grant Faculty virtual meeting, October 22
- Held Chemistry Department virtual meeting, October 22
- Attended NISOD
    - "Transformational Theory of Advising: Application and Best Practices" virtual seminar, October 21
    - "Using Escape Rooms to Enhance Student Learning and Critical Thinking" virtual seminar, October 21
    - "Reckoning with the Metacognitive Equity Gap: Research Shows Us How" virtual seminar, October 21
    - "Elements for Successful Courses in the Digital Age" virtual seminar, October 20
    - "Crossing the Border: Educational Borderlands and Culturally-Relevant Virtual Instructions" virtual seminar, October 20
    - "The Working Anthropology of Community College Education: Who Are We Teaching and Why? virtual seminar, October 20
- Attended College-Wide Curriculum Committee virtual meeting, October 19
- Participated in Chemistry Lab Specialist II interviews, October 29
- Participated in the Chemistry Pre-Interview with committee members, October 29
- Attended Distance Learning Faculty Focus Series: Confessions of an OER Newbie virtual workshop, October 29
- Attended STC & UTRGV Collaborative Workgroup virtual meeting, October 27

Science Olympiad

- Began working on Coach's clinic schedule and emailing presenters from McAllen school district, October 8
- Continued recruiting teams and event coordinators, October 1-8
- Assisted new team with Science Olympiad Constitution, October 1
- Contacted all event coordinators about their event and the clinic, October 19-21
- Attended meeting with McAllen Science Coordinator about the schedule for clinic and presenters, October 20
- Worked on Workshop schedule and my presentations, October 25-29
- Coach's Workshop at STC with new coaches from local high schools and middle schools, October 29

Cybersecurity

- Attended the Chair Leadership meeting, October 6
- Conducted the Cybersecurity Department Meeting, October 7
- Attended the October Division Curriculum Committee Meeting, October 7
- Conducted a cybersecurity virtual workshop with special guest Alex Velasquez, Security Manager w/City of Pharr, October 7
- Conducted a cybersecurity virtual workshop with special guest Aaron Moore, Penetration Tester w/WellMed Medical Management, October 13
- Attended the College Wide Curriculum Committee Meeting, October 19
- Chair Leadership Meeting, October 21
- Meeting to discuss grant opportunity, October 25
- Attended the October 2021 MS-ISAC Monthly Membership Call, October 26
- Met with IE Specialist to verify some items in the Cybersecurity IE Plan, October 26

Information Technology

- Program Chair attended Chair Academy, October 1
- Assistant Chair held an IT Information Session with Guided Pathways coach, October 1
- Attended Blackboard Learn Basics (Ultra) webinar, October 5
- Assistant Chair attended Blackboard Collaborate Basics webinar, October 6
- IT Applications Faculty held an IT Applications meeting, October 6
- IT Faculty and CAAT Faculty attended IT Program Meeting, October 7
- IT program chair, assistant chairs, and CAAT faculty attended Guidelines for a Successful Advisory Committee Meeting, October 8
- IT Program chair and assistant chairs attended IT & Computer Science Web Page meeting, October 12
- IT Assistant chair attended Using the Gradebook webinar, October 13
- IT Assistant chair attended Tabletop Exercise | Ransomware roundtable, October 15
- Program Chair attended Chair Academy, October 15
- Assistant chair attended Cisco DevNet Create 2021, October 19-20
- IT Faculty presented to Software company touring Technology campus, October 25
- IT Faculty attended the Faculty Senate Meeting, October 27
- IT Faculty attended Adobe Max Conference, October 26-28
- IT Faculty attended collaboration meeting with COSC to discuss Web Design, October 29
- Program chair and assistant chairs attended Guided Pathway meeting, October 29
- CAAT Faculty presented an IT Information Session to high school students, October 7 and 14
- IT Faculty hosted an Advising and Registration session, October 27
- IT Faculty presented an IT Information Session to high school students, October 28

Physical Science

- Organized and hosted Physics, Engineering and Geosciences "Advising Days Event". The topics covered include overview of STC physics and engineering programs; physical science virtual demonstrations; UTRGV, TAMUK, and Minnesota State University faculty/representative presentations covering physics, geosciences, engineering and environmental science transfer, scholarship, and project opportunities; geology career, October 5-7
- Attended October Council of Chairs Meeting, October 5
- Chair Leadership Meeting, October 6, 21
- October Division Curriculum Committee Meeting, October 7
- Met with a geology faculty to discuss Environmental Geology course offering, October 8

- Met with the Distance Education Dean, Media manager and Instructional Designer to discuss the development of Augmented Reality and Virtual Reality instructional materials for Geology teaching and department PR materials, October 8
- Attended Louis Stokes Alliances for Minority Participation (LSAMP) meeting to discuss the scope of the LSAMP grant program and STC participation, October 11
- Workshop #208535: Active Shooter Workshop with Tabletop Exercise, October 12
- Met with the Distance Education Instructional Designer and Math and Science Library liaison to discuss accessibility compliance of geology and physics OpenStax textbooks, October 12
- CLE/MSITB check-in meeting that discussed physics, engineering, math, and chemistry tutoring opportunities. The attendees include the director of CLE, MSITB Dean, Math and Chemistry program chairs, October 12
- Attended Access Codes - Physics Department meeting organized by the dual credit department, October 14
- Held Monthly October Department Meeting, October 15
- Attended Planning & Development Council Meeting, October 15
- Met with Physics laboratory coordinator to discuss the department inventory, October 18
- Chair, engineering faculty, physics lab specialist, and engineering work study inspected the newly acquired engineering workshop in Portable 10B, October 19
- Attended College Wide Curriculum Committee Meeting, October 19
- Attended Education & Career Exploration organized by RGV Lead, October 27
- Visited Vanguard Academy, Pharr and completed Faculty Evaluation - Supervisor Classroom Observation for new Engineering dual credit faculty, October 28
- Presented STC Engineering and Physics Career opportunities for RGV Lead Education & Career Exploration, October 29
- Attended Workshop #210126: Policy Localization Training Session, October 29

UNIVERSITY RELATIONS:

- Met with Medical and Health Services Management program about potential degree plan changes, October 4
- Met with Resource Development, Management and Compliance Office, as well as representatives from accounting about additional funding from the UT – Dana Center, October 4
- Attended MSITB Chair Leadership meeting, October 6 & 21
- Participated in the 2021 UTSA Counselor and Advisor Virtual Update, October 6
- Attended the Counselor Update for Amherst, Pomona, Princeton, Yale and Williams, October 7
- Attended a webinar on "Postsecondary Pathways | The "New Normal" of Higher Education Access," October 7
- Participated in the Middle Management Institute of the Texas Assoc. of College Admission Counselors Planning Meeting, October 7
- Attended the October Board Meeting of the American Assoc. of Women in Community Colleges, October 11
- Participated in a leadership meeting with Western Governor's University, October 11
- Met with representatives from the University of Houston – Victoria, October 11
- Led a meeting with the members of the Student Progression & Success committee, October 12
- Attended a training on the Dude Solutions Event Manager Program, October 13
- Met with representatives from UTRGV education program regarding changes to the STC programs, October 14
- Met with Dr. Laura Saenz from UTRGV about potential new pathways from STC to UTRGV, October 15
- Attended the Planning and Development Council Meeting, October 15
- National Transfer Student Week/College Fair, October 18 – 22
- Met with representatives from AAWCC Board and Office of Career and Employer Services about a dining etiquette training, October 19
- Met with Katrice Bender from TAMUK about scheduling a faculty summit, October 19
- Attended several sessions from the NISOD virtual conference, October 20 – 22
- Attended the ASU National Partner Updates and Training Session, October 22
- Participated in the Academic Council Meeting, October 25
- Met with the Starfish Coordinator about updates and a landing page for our office, October 26
- Attended the STC & UTRGV Collaborative Workgroup Meeting, October 27
- Hosted a Transfer Tips and Trick Information Session, October 28

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Held meeting with chair for the OTA Program, October 1
- Attended the ADN Fall 2021 Advisory Board Meeting, October 1
- Followed up on assignments for the N6 and N4 minimester sessions
- Worked on completing the Compliance Audit of Nursing Education Program survey
- Attended the CTE Program Fair meeting to discuss plans to hold a fair at the NAH Campus during the Spring 2022 Semester, October 4
- Took part in interviewing candidates for Exec. Director of Public Relations and Marketing position, October 4
- Attended the Texas Assoc. of Deans and Directors of Professional Nursing Programs Nursing Faculty Shortage Support Task Force meeting, October 5
- Met with staff to discuss their performance appraisal, October 5
- Attended the Texas Organization of Associate Degree Nursing & Texas Organization of Baccalaureate and Graduate Nursing Education Conference, October 6 – 8
- Participated in conference call with ACEN representative to discuss upcoming site visit, October 6
- Worked on NSRP Report
- Attended the Nursing Exchange Program Meeting, October 11
- Attended the La Joya AHSP & STEM College and Career Conference Planning meeting, October 11
- Met with the director for the Centers for Learning Excellence to discuss department services, October 11
- Interviewed faculty candidate for the HAS Program, October 11
- Held meeting with chair for the EMT Program, October 12
- Attended meeting with HR staff to review NOEs, October 12
- Held conference call with the CEO of OADN, October 12
- Met with chair for the PCT Program to discuss the CNA Program for Summer 2022 Semester, October 12
- Followed up on assignments for the M3, M7, and K2 minimester sessions
- Met with chair for the ADN Program to discuss the management report for the Spring 2022 Semester, October 13
- Met with chair for the HAS Department to discuss the CTE MOS Program, October 13
- Participated in conference call with ACEN representative to discuss upcoming site visit, October 13
- Participated in hosting a virtual tour of the NAH Campus for Jaguar Academy attendees, October 14
- Reviewed the Nursing Education Program Information School Report for the ADN and BSN Programs
- Held meeting with student applicant, October 14
- Planning meeting for the La Joya ISD PATHS Conference, October 15
- Developing Hispanic-Serving Institutions (DHSI) Grant Program Year 1 Celebration, October 15
- Region One ESC Conference, October 15
- Planning & Development Council meeting, October 15
- EMT meeting to discuss the need for equipment and labs at the NAH Campus, October 18
- National Commission Education Workgroup Meeting, October 18
- TADDPNP Nursing Faculty Shortage Support Task Force meeting, October 19
- Coffee Collaborative: Thriving from College to Careers with the Community workshop, October 19
- Education & Workforce Development Committee Meeting, October 19
- Dual Credit CTE Advisory Committee Meeting, October 20
- Meeting with ARC to discuss transition of policies into TASB's format, October 20
- CTE Program Fair meeting to discuss holding a fair at NAH Campus during Spring 2022 Semester, October 21
- VIDA 25th Anniversary celebration, October 21
- Meeting with the Student Success staff, October 22
- Academic Council Meeting, October 25
- Meeting with HR staff to discuss NOE calculations, October 25
- Evaluation Strategies and Logic Model Development for the Pre-Award Phase workshop, October 26
- STC Board Meeting, October 26

- Continuing Education Course Offerings Presentation, October 27
- Reviewed the Risk Management Report for NAH
- Held the NAH Program Chairs Meeting, October 20
- Held meeting with NAH advisor, October 20
- Followed up on the ADN ACEN Report
- Held meeting with MAT faculty member, October 27
- Worked on completing risk assessment for the NAH Division
- Held meeting with NAH advisor, October 28
- Attended the Rapidly Expanding Short-Term Cloud Computing Credentials: The TACC & AWS Partnership webinar, October 28
- Met with student to discuss student government leadership, October 28
- SharePoint Online 101 Training, October 28
- Attended the NACEP Accreditation Recognition Event hosted by Dual Credit Programs, October 28
- Reviewed the 226400 NSRP FY 2018 Report, 226401 NSRP Under 70 FY 2021 Report, and 226402 NSRP FY 2020 Report
- Met with new executive director for Public Relations and Marketing; provided tour of NAH Campus, October 29
- Attended meeting with the Starfish administrator to discuss feedback on the development of roles and relationships for faculty advisor assignment within Starfish, October 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 3 students participated in COVID-19 vaccination clinics held at Mid-Valley Campus. Students were able to practice their skills in administering vaccinations, post vaccination assessments, and provide patient education to the community, October 20
- Level 3 students participated in community screening project at Calvary Baptist Church. They were able to perform blood pressure and glucometer checks on senior residents of the community. They also attended a workshop conducted by Dr. Francisco Salinas regarding cancer patients, healthy cooking classes, and the life expectancy shared by cancer survivors. This was an interactive event that allowed the students to assist the senior community members in McAllen, October 23

- Level 2 students participated in the COVID-19 vaccination clinic held at the Pecan Campus. Students were able to practice their skills in administering vaccinations, post vaccination assessments, and were able to provide patient education to the community, October 26
- Level 3 students participated in the COVID-19 vaccination clinics held at the Technology Campus. Students were able to practice their skills in administering vaccinations, post vaccination assessments, and were able to provide patient education to the community, October 27

Diagnostic Imaging Department

- Department began Spring 2022 Semester registration for DMS and RADT students
- Attended the Guidelines for a Successful Advisory Committee Meeting workshop, October 8
- Chair and faculty members attended Doctor's Hospital at Renaissance Faculty Requirements Meeting, October 13
- Faculty and staff members attended the DMS Program Spring 2022 Schedule Meeting, October 25
- Faculty members completed Starfish 2nd Progress Surveys for fall semester DMS, RADT, and intro courses
- Chair and faculty members contacted new and existing clinical sites in efforts to increase student placement opportunities for the DMS and RADT Programs
- Faculty members attended NISOD's Fall Virtual Conference, October 20 – 22
- Chair and faculty members are in the process of completing the Fall 2021 Faculty Evaluations

Emergency Medical Technology

- Chair attended the DHR Health Third Annual Neuroscience in Clinical Conference, October 1 - 2
- Attended the Council of Chairs meeting, October 5
- Chair, faculty member, and faculty secretary attended the Guidelines for a Successful Advisory Committee Meeting workshop, October 8
- Chair, faculty members, and faculty secretary attended the STC EMT Program Advisory Committee, October 8
- Chair and faculty member attended the La Joya AHSP & STEM College and Career Conference Planning meeting, October 11

- Faculty member gave presentation to the Texas Association of Health Occupations Students of America in Sharyland, October
- Virtual CAAHEP Accreditation Workshop for Paramedic Programs, October 13 - 14
- College Wide Curriculum Committee Meeting, October 19
- Attended the NAH Program Chairs Meeting, October 20
- Faculty Senate Meeting, October 26
- Chair held EMT Planning Meeting with department members, October 26

Occupational Therapy Assistant

- Faculty members met with UTRGV MOT Program representatives discuss creating a pathway for STC OTA Program graduates to apply to the master's OT program. Discussion was regarding reducing the number of prerequisite courses required to apply since students receive the same training in the OTA Program and through documented work experience. Future meetings will be forthcoming to work on specific details, October 14
- First-year OTA Program students attended a Region I Virtual Assistive Technology Training, October 15
- Students volunteered for the annual Down Syndrome Awareness Walk, Edinburg Municipal Park, October 16
- Program students hosted the Annual AOTA Backpack Awareness event at the NAH Campus, October 27
- First-year OTA Program students collaborated with first-year UTRGV OT students in a sensory lab training experience. The event took place in the OT Department on the UTRGV campus, October 29
- Faculty member completed the AARP/AAA CarFit course. The long-term goal is for the OTA Program to host the course in the future and have program graduates become course evaluators

Physical Therapist Assistant

- To celebrate National Physical Therapy Month, the program engaged in daily Facebook and Instagram "stories" designed to promote the profession of physical therapy and offer insight related to the STC PTA Program. Social media activities included bi-weekly "A day in the life of a PTA student" videos, as well as multiple "Q&A" student video spots related to "What is something you wish more people knew about PT?," "What is your favorite thing about being a PTA student at STC," "What do you look forward to the most about being a PTA?" and "Why did you choose to study PT?"
- Program hosted guest speaker Lily Torneros, PTA from DHR Neuro Institute (c/o 2019 alum) who presented on physical therapy care in the neuro setting to Level II students, October 1
- Chair participated in a personal interview regarding educational theories and philosophies conducted by an Educational Leadership PhD student from UTRGV, October 4
- Chair attended a meeting with HR director to discuss changes needed for the current licensed lab assistant job description, October 5
- Chair attended the Behavioral Intervention Team meetings, October 6 & 20
- Faculty member represented the PTA Program at the McAllen ISD College Night, October 5
- Student PTA Club held meetings for the Class of 2023 to discuss service activities, fundraising, and PT month social media planning, October 6 & 20
- Level I students hosted a National PT Month "Trip or Treat" event designed to increase awareness regarding the use of assistive devices, wheelchairs, and about physical therapy in general, October 8

- Students and faculty members participated in the Love Your Cha Cha's 5K Run/Walk for breast cancer awareness, October 12
- Faculty members participated in the OPOD Escape Boxes in Teaching and Learning course, October 13
- Program celebrated a milestone of reaching over 700 followers on Instagram, October 14
- Faculty member, participated in the APTA PTA Educators Special Interest Group (PTAE SIG) Teaching Methodologies Community Group sessions, October 14 & 28
- Chair and faculty member completed the OPOD Instructional Continuity Re-cert course
- Program hosted guest speaker Dr. Liz Guevara, OTA faculty member, who presented an instructional unit on Therapeutic Use of Self for Level I and Level II students, October 19
- Faculty member attended the College Wide Curriculum Committee Meeting, October 19

- Student PTA Club held meeting for the Class of 2022 to discuss service activities, budget allocations, conference attendance, licensure prep, and the spring pinning ceremony, October 22
- Students and SPTA Club Advisor provided playground facilitation for the Capable Kids inclusive park grand opening in Valley View, October 23
- Chair and faculty member participated in the virtual Texas Physical Therapy Association Annual Conference, October 23 & 30
- All faculty members participated in the Blackboard Ultra Training, October 27
- Faculty members attended the Texas Alliance of PTA Educators Fall Meeting, October 29
- Faculty members attended the Texas Physical Therapy Association Assembly, October 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Met with the Department Chair for Kinesiology to discuss the future of the Wellness Center, October 4
- Attended a MS Team meeting for College Prep course, October 4
- Invited to visit a General Psychology class to answer questions about the Social & Behavioral Sciences Division, October 5
- Participated in a MS TEAMS Guidelines for a Successful Advisory Committee Meeting, October 8
- Participated in the College Wide Academic Classification Committee first meeting of Fall 2021, October 8
- Participated in an Oversight Committee Meeting – Child Development Center MS TEAMS meeting, October 11
- Met with the Director Learning Excellence Centers to discuss about how the CLE works with the division, October 12
- Attended SBS Division Curriculum Meeting on MS TEAMS, October 12
- Met with Education Chair about SB 25 Science Course, October 14
- Dean and Education Chair had TEAMS meeting with UTRGV Associate Dean, October 14
- Attended DHSI Grant Program Celebration, October 15
- Participated in PDC, October 15
- Reviewed the EWDC presentation at the OVPAA, October 18
- Presented at the Education & Workforce Development Committee Meeting, October 19
- Attended in the College Wide Curriculum Committee Meeting, October 19
- Attended the Dual Credit Traditional Advisory Committee held at the NAH Campus, October 20
- Attended the Library & Learning Support Services Advisory Group Meeting, October 22
- Attended the Academic Council Meeting on MS TEAMS, October 25
- Attended STC & UTRGV Collaborative Workgroup Meeting via Zoom, October 27
- Attended TEAMS meeting for Dean of Social & Behavioral Science IE Meeting, October 27
- Invited by the Department of Psychological Science to describe their roles in their professions and a brief description of how their background in psychology helps them in their current careers at the Psychology Orientation Meeting, October 27

- The Criminal Justice Club invited Dean to view their staged crime scene to recruit members for their upcoming club meeting. October 27
- Attended a MS TEAMS DMI and Gartner Survey Results and Roadmap Meeting, October 28
- Attend the NACEP Dual Reception at the Student Union Building, October 28
- Met with a Political Science Instructor to discuss the Fall semester and met with a Psychological Science Instructor to advise on nomination, October 28
- Attended a meeting with Starfish Administrator to discuss feedback on the development of roles and relationships for Faculty Advisors assignments within Starfish., October 31

DEPARTMENT/PROGRAM REPORTS:

Education

- ATPE Education Club had another great meeting! Informed the students about Priority Registration, transfer options, UTRGV transfer session with Mr. Rick Sanchez, and Family Reading Night at Mid-Valley! Great company and great conversations occurred!

- The Education Department participated in the PSJA School District Annual College Night where faculty had the opportunity to promote the department associate degree and answer general admission and financial aid questions, October 6
- The Education Department would like share that one of our EDUC 1300 students was nominated for Student of the Week and received the distinction. Thank you, Dr. Lydia Bean for nominating this student that is an inspiration to other students.

- The ATPE Education Club at Mid-Valley met to create goodie bags for the upcoming Child Development Center's trick-or-treat event!
- Dr. Ramirez was invited to present at the 2021 Virtual Education & Career Expo sponsored by Rio Grande Valley LEAD Program. Dr. Ramirez presented on the three associate degrees the department offers, articulation agreements, and course information.

- Dr. Ramirez presented during the ASCENDer Program Fall Workshop. He offered a workshop on how he teaches the concepts of fixed and open mindsets. Faculty from STC and other community colleges in Texas attended his workshop.
- Dr. Ramirez served as a keynote speaker for the Starr County Campus annual "Noche de Familia." He shared with students his journey to higher education and provided tips for students. He also stressed parents their importance in the academic success of their children.

- The MVC ATPE Education Club passed out goodie bags to all the trick-of-treaters from the Child Development Center at the Mid-Valley Campus. Students had a great time seeing the little one's smiles and happiness.

Political Science

- Chair met with Lynelle Williams to discuss expanding tutoring by faculty for Political Science Department.
- Chair finished report for the 2019-2021 plan and added an additional item to the 2021-2023 IE Plan
- Chair attend Council of Chairs meeting where they discussed spring semester enrollment, the transition to Ultra, support and resources available to faculty teaching online, SB25, and other issues.
- Program Chair, Dean and a faculty to address issues on online class.
- Chair communicated with faculty and the dual enrollment staff to try to resolve issues in dual enrollment classes including textbooks and faculty access to classroom technology, the Columbus Day holiday and other issues.
- Program Chair worked with the faculty and college staff to secure representation for the Political Science Department at the upcoming career exploration days.
- Chair worked with Division Dean and the affected faculty member to gather information related to cheating.

Psychological Science

- Department of Psychological Science Majors' Orientation committee met to plan our upcoming annual orientation, October 1
- Mid-Valley Psychology Club resumed meeting face-to-face since March 2020. 18 students attended the meeting and officers were selected. An activities list and article, "Show Me the Science," were distributed. The next meeting will be a Welcome Back to STC with the Introduction to Psychology Faculty, October 13
- Starr County Campus Psychology Club had a meeting to brainstorm on activities and selection of officers for fall 2021. The Psychology Club is starting its 13th consecutive year of existence, as they were one of the few clubs across campuses to even stay virtually active during the one year and a half college closure of in-person activities due to COVID-19.

- Psychology Club at Starr Campus participated in a social media campaign to bring awareness to Mental Health and Domestic Violence Awareness to the community, October 4 -6
- Starr County Campus Psychology Club participated in a social media campaign to bring cancer awareness and White Cane Safety awareness to the community. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "There's a CAN in Cancer because we CAN beat it" and "Celebrating the achievements of people who are blind or visually-impaired." This idea was suggested by Starr Psych Club member who is blind and is holding the word "achievements" in this collage, October 12 & 15

- Psychological Science Faculty met with students in Mid-Valley for a Departmental Meet and Greet. Presentation included faculty introductions, a program overview, courses offered, and available career opportunities in the field of Psychology. There were about 18 students in attendance. Door prizes were awarded for correct answers to presentation questions. After the presentation, students gathered for program information, pizza, and drinks, October 13

- PSYC Faculty served as virtual guest speaker for Texas A&M University's College of Nursing Faculty/Staff on the topic of "Mental Health Matters," October 19
- The Starr County Campus Psychology Club participated in a social media campaign to bring anti-bullying awareness to the community. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "Say NO to bullying. Be United for Kindness, Acceptance, Inclusion," October 20

- Department Chair continues his classroom observation at the MV Campus.
- The Department of Psychological Science hosted its annual Fall Program Majors Orientation at Pecan Campus. The event included a brief program overview and a description of the student organizations available to our students for those in attendance in a hybrid format (virtually and in person). There were two invited guest speakers who described their roles in their professions and a brief description of how their background in psychology helps them in their current careers. The invited guests were Dr. Eric Reittinger, Dean for the Division of Social and Behavioral Sciences, and Dr. Jason Popan, Master Graduate Program Director for Clinical and Experimental Psychology at the University of Texas Rio Grande Valley. October 27

- The Starr County Campus Psychology Club participated in a social media campaign to bring red ribbon week (say no to drugs) awareness to the community. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "Drugs take away your life. Spread awareness and avoid drugs."

- The Starr County Campus Psychology Club participated in a virtual activity for Halloween showcasing their costumes in place of the traditional annual STC Fall Festival. Prior to COVID-19 pandemic, the Starr Psych Club would always volunteer in various local events that celebrated Halloween, and in the campus' fall festival, where they would dress up along with serving the community.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Was appointed as a member of the Texas Digital Learning AV Steering Committee
- Created cross department collaboration discussions for simulation activity development with Engineering and Bachelors programs.
- Supervised DHSI grant activities related to instructional accessibility.
- Collaborated with a Biology Department to develop a plan for finishing OER video projects.
- Established initial vendor relationships for viewing options related to the Proctoring Task Force.
- Presented distance-learning updates to the mid Valley campus faculty meeting.
- Launched a series of weekly distance learning newsletters that will continue throughout the year.
- Assisted the co-chairs of the Proctoring Task Force by providing historical data for comparison decisions.

PROJECTS:

- First Time Online Student Orientation
  - Distance Learning staff reviewed all students who completed the assessment and sent out Bb Student Orientation Certifications for Fall 2021.
    - Certified 86 students
- Learning Management System (LMS)
  - Batch upload for all Fall 2021 courses and faculty/student enrollments through ILP admin, Oct 1-31.

- Created 5 crosslist merge sections for Fall 2021, Oct 5 and 21
- In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian.
- Updated information modules in Blackboard.
- LMS Fiscal Year 2020 Archiving courses.
- Institutional Hierarchy inputting Spring 2022 term.
- Distance Learning staff assisted faculty with course copies for Fall 2021 courses, Oct 1-31.

- Psychological Science Department Orientation
  - Distance Learning Media Manager produced a synchronous in person and virtual orientation session for students interested in the Psychological Sciences. In person session was held in the Rainbow Room and virtual session was in Zoom, Oct 28.

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Students/ Faculty Tickets:	693
Helpdesk Phone Calls from DL Staff:	588
Social Intent – Distance Learning Chat:	106
After-hours Chats and Calls:	89
Total:	**1,476**

Trainings/Workshops/Professional Development

- Workshops
  - Distance Learning Help Desk Staff facilitated
    - Gradebook for Blackboard Ultra Workshop, October 1
    - LockDown Browser and Respondus Monitor for Blackboard Original Workshop, October 22
    - Dive into Blackboard Pools Workshop, October 26
    - Confessions of an OER Newbie Workshop, October 29
    - Pronto Instant Messenger Workshop, October 29
  - Media Manager facilitated the Jag Studio Workshop, October 8
  - DL Student Success Staff participated in
    - Microsoft Outlook Level 100, October 11
    - Active Shooter Workshop, October 12
    - Guided Pathways Specialist: Starfish, October 12
    - DSHI Celebration Event, October 14
    - Coffee Collaborative, October 19
    - Blackboard Orientation Revamp w/ Library & CLE, October 20
    - NISOD Conference, October 20-22
    - DCP Presentation at Sharyland HS, October21
- Trainings
  - DL Student Success Staff facilitated in
    - Understanding the Blackboard Gradebook, October 5
    - Effective Notetaking, October 6
    - Faculty Advising Training, October 7 and 21
    - Test Taking Fundamentals, October 20
    - Inside Track Coaching Reinforcement Training, October 22
  - DL Help Desk Staff facilitated
    - a Face-to-Face Blackboard Ultra Training at the Mid-Valley Campus, October 12
    - Face-to-Face Blackboard Ultra Training for the Associate Degree in Nursing (ADN) Program at the Nursing Campus, October 20
- Professional Development
  - Distance Learning Media Manager provided and demonstrated free resources and tools to 11 faculty and staff to edit video content with readily available platforms, October 15

- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising:	125
Telephone/ Text Contacts:	57
Virtual Campus Advising Email:	236
Radius Inquires:	120
Register Students:	7
Enroll Students for BB Orientation:	9
TxDOT Registrations:	13
Social Intents – DL Chat	8
Student Contacts for STC Reminders:	11,721
Academic Coach Sessions:	44
Total:	**12,340**

DISTANCE LEARNING MEETINGS:

- Held Distance Learning Department Technologies Team meeting, October 6,13,20 and 27
- Blackboard TDM Demo for STC Meeting, October 6,13,20 and 27
- TDL Accessibility Working Group Meeting, October 7
- Monthly STC Technologies Support Committee Meeting, October 14
- GPS Starfish Meeting Overview, October 14
- Monthly department meeting, October 15
- Discussion Presentation for NDLW Meeting, October19, 27
- Cengage Meeting, October 21

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

DEAN'S REPORT:

- Dual Credit Programs hosted in hybrid delivery its Academic Advisory Committee Meeting with 32 attendees from our partnering school districts who were provided presentations on Dual Credit Updates, Dual Credit Student Advising, Senior Initiatives, and Enrollment Processes & Timelines, October 20.
- Dual Credit Programs hosted a Virtual CTE Advisory Committee Meeting with 16 attendees from our partnering school districts who were provided presentations on Dual Credit Updates, Dual Credit CTE Updates, Senior Initiatives, and Enrollment Processes & Timelines, October 20.
- Dual Credit Programs was recognized at the 2021 Annual NACEP Conference for receiving Accreditation in May 2020, October25.
- Dean along with Director for Dual Credit Academic Pathways presented on Dual Credit Advising and Student Support in a Virtual World at the NACEP Conference, October 25.
- Dual Credit Programs hosted a NACEP Accreditation Recognition Event for South Texas College and partnering school districts who contributed to the Institution receiving the prestigious accreditation, October 28.
- Dual Credit Programs hosted Success Metrics Workshops for Administration and Counselors at the following partnering school districts:

Mission CISD	October 5
PSJA ISD	October 12
Edcouch Elsa ISD	October 14
Weslaco ISD	October 15
Valley View ISD	October 18
Edcouch Elsa ISD	October 21
McAllen Achieve ECHS	October 29

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff attended the National Academic Advising Association (NACADA) Annual Conference in Cincinnati, Ohio, October 6-9.
- Staff hosted the following recruitment presentations:

Date	High School	Delivery	Attendance
October 4	Mercedes HS (All Day)	In-Person	200
October 5	Monte Alto ECHS	In-Person	65
October 5	Mercedes HS (Parent Presentation)	In-Person	20
October 5	PSJA North HS	In Person	58
October 5	Vanguard Beethoven	Virtual	19
October 5	PSJA ISD	In-Person	29
October 6	McAllen Memorial HS (All Day)	In-Person	326
October 7	McAllen Memorial HS (All Day)	In-Person	154
October 12	Veteran's Memorial HS	Virtual	350
October 13	Monte Alto ECHS	In-Person	15
October 14	Donna HS	Virtual	10
October 15	Juarez Lincoln HS	In-Person	75
October 15	Progreso ECHS	Virtual	16
October 15	Johnny Economedes HS	In-Person	60
October 15	Nikki Rowe HS	In-Person	90
October 18	South TX HS for Health Professions	Virtual	45
October 20	Weslaco East HS	In-Person	140
October 20	PSJA Memorial ECHS	In-Person	86
October 20	World Scholars	In-Person	50
October 21	Mission Collegiate HS	In-Person	125
October 21	Weslaco East HS	In-Person	70
October 22	Mercedes Early College Academy	In-Person	80
October 25	McAllen HS	In-Person	175
October 28	Edcouch-Elsa HS	In-Person	100
October 28	Donna ECHS	Virtual	25
October 28	Mission HS	In-Person	142
October 29	La Joya Academy of Health Science	In-Person	120

- Director attended the National Alliance for Concurrent Enrollment Partnerships (NACEP) Annual Conference in Orlando, Florida, October 23-26.
- Staff attended the Cosmetology Program Development Meeting with 7 school district partners, October 29.
- Staff held the following Friday Workshop Presentation for Dual Enrollment Academy students:

Date	Campus	Presentation	Attendees
October 8	Pecan	UTRGV Honors & Admissions	28 Seniors
October 8	Pecan	STC Career & Employer Services	43 Juniors
October 8	Mid Valley	Mental Health, Stress Management, & Self-Care by STC Counseling Services	31 Seniors
October 8	Mid Valley	Student Leadership Academy (SLA)	48 Juniors
October 15	Pecan	STC Career & Employer Services	28 Seniors
October 15	Pecan	Stress Management, & Self-Care by STC Counseling Services	43 Juniors
October 15	Mid Valley	UTRGV Honors & Admissions	28 Seniors
October 15	Mid Valley	Student Leadership Academy (SLA)	42 Juniors
October 22	Pecan	UTRGV Joint Admission Medical Program (JAMP)	34 DEMSA Juniors & Seniors
October 22	Pecan	Texas A&M University of Kingsville Engineering Department	13 DEEA Juniors
October 22	Mid Valley	Bellevue University	33 Seniors

October 22	Mid Valley	Student Leadership Academy (SLA)	47 Juniors
October 29	Pecan	Stress Management, & Self-Care by STC Counseling Services	21 Seniors
October 29	Mid Valley	STC Career & Employer Service	31 Seniors

- Staff conducted the following Case Management:

Campus	Case Management
Pecan	64
Mid Valley	25
Starr County	3

DUAL CREDIT ACADEMIC PATHWAYS:

- Staff attended the National Academic Advising Association (NACADA) Annual Conference in Cincinnati, Ohio, October 6-9.
- Pathways Staff published its second dual credit push communication to all students via Jagmail.
- Director along with Dean presented on Dual Credit Advising and Student Support in a Virtual World at the NACEP Conference, October 25.
- Pathways Staff held and/or attended the following sessions:

Meeting Type	School/ISD	DCP Team
Donna T-STEM 12 grade audits	Donna ISD	Mid Valley
Donna North T-STEM audits	Donna ISD	Mid Valley
11th grade Mercedes degree audits	Mercedes ISD	Mid Valley
Mercedes 12th grade degree audits	Mercedes ISD	Mid Valley
Edinburg Collegiate Audits	Edinburg ISD	Pecan
Edinburg North 12th grade audits	Edinburg ISD	Pecan
La Joya TSTEM Leadership meeting	La Joya ISD	Starr
Robert Vela High School 12 Grade Audits	Edinburg ISD	Pecan
PSJA North ECHS Audits	PSJA	Pecan
Juarez Lincoln TSTEM Leadership Meeting	La Joya	STARR
Thelma Salina ECHS 2.0 to 2.5 GPA Meeting with DC Students	La Joya	STARR
Thelma Salinas Group Presentation 9-12th grade	La Joya	STARR
PSJA High ECHS 12th grade	PSJA	Pecan
Mission Collegiate 12th audits	Mission	Pecan
Virtual Orientation: Mexican Schools	Mexican School Program	Pecan
Degree Audits	Edcouch Elsa	Pecan
La Villa Leadership Meeting	La Villa ISD	Pecan
Sharyland High School	Sharyland ISD	Pecan
La Joya Leadership Meeting	La Joya	Starr
Rio Grande Success metrics	RG ISD	Starr
Valley View Success metrics	Valley View	Pecan
Mission Collegiate 12th audits	Mission ISD	Pecan
Orientation: Mexico DC school	Mexico School	Pecan
Workshop: DegreeWorks	All	Pecan
Mercedes degree audits	Mercedes ISD	Mid Valley
Weslaco Jr. audits	Weslaco ISD	Mid valley
Weslaco East Jr. audits	Weslaco ISD	Mid valley
Sharyland A3-12 Grade Student Audits	Sharyland ISD	Pecan
Edinburg Economedes: Trick or Trunk Halloween Event	Edinburg ISD	Pecan
Edinburg Economedes: 11 Grade Student Audits	Edinburg ISD	Pecan
Mission High School Student Sessions	Mission ISD	Starr
Thelma Salinas STEM Leadership Meeting	La Joya ISD	Starr

La Joya ISD Induction Ceremony	La Joya ISD	Starr
Jimmy Carter Leadership Meeting	La Joya ISD	Starr
Mission HS GPA Student Sessions	Mission ISD	Starr
Vanguard 11 Grade Student Audits	Vanguard	Pecan
Vanguard Leadership Meeting	Vanguard	Pecan
PSJA North Leadership Meeting	PSJA ISD	Pecan
Weslaco CTE 2.0 below GPA Meeting	Weslaco	Mid Valley
Weslaco HS 11 and 12 Grade Student Audits	Weslaco	Mid Valley
Progresso ECHS 11 Grade Student Audits	Weslaco	Mid Valley

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling and Compliance Manager met with Dual Credit Enrollment Services Staff to review new timelines of deadlines for the 2022 - 2023 academic year, October 11
- Dual Credit Assistant continued working on Dual Credit Course Agreements and FLAC for additional mini-semesters.
- Scheduling and Compliance Manager met with Dean of Instructional Research, Effectiveness & Strategic Planning to review new spring schedules for sites that are non-reported and approved for less than 50%. October 13.
- Dual Credit Assistant worked on Dual Credit Faculty List by Departments with Fall 2021 assignments for Chair Departments Approvals before submitting to Human Resources Office.
- Dual Credit Assistant worked with program chairs on approving Dual Credit Faculty assignments for fall 2021.
- Scheduling Requests reflected in table below:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections
471	**205**	**152**	**211**	**108**	**1430**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Dean of Dual Credit to discuss details for upcoming Adjunct Dual Credit PD Day, October 7
- Instructional Coach met with Library staff to discuss details for upcoming trainings, October 12
- OPOD Manager and Instructional Coach attended monthly STC Tech Support Committee Meeting, October 14
- Associate Dean and Instructional Coach attended STC & UTRGV Collaborative Meeting, October 27

ACADEMIES AND TRAININGS:

- Associate Dean facilitated several sessions of Jaguar Academy, October 7-31
- Instructional Coach assisted in facilitating Faculty Classification workshop, October 8
- OPOD staff facilitated *Microsoft Outlook* L100 workshop conducted by Microsoft trainer, October 12
- OPOD staff facilitated *Escape Boxes in Teaching and Learning* conducted by contracted trainer, October 13
- Instructional Coach facilitated *Productive Online Professor Book Study* – 3 Part Series, October 14
- Associate Dean facilitated several sessions of Chair Academy, October 15-31
- OPOD staff offered One-on-One technical training to STC three faculty and staff, October 15
- OPOD staff facilitated *Coffee Collaborative: Thriving from College to Careers with the Community* workshop, October 19
- Instructional Coach facilitated *Tilting Assignments to Improve Student Success* workshop, October 26
- Associate Dean facilitated *Elevator Pitch* workshop to Library staff, October 28

PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, January 2022
- 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:

- Participated in Exec. Director of PR and Marketing Interviews, October 4
- Attended Clery Committee Meeting, October 7
- Virtual Campus Tour for Jaguar Academy, October 14
- Attended Dude Solutions Event Manager, October 15
- Attended Planning & Development Council Meeting, October 15
- Attended Library & Learning Support Services Advisory Group Meeting, October 22
- Attended Academic Council Meeting, October 25
- Student Activities hosted various activities:
    - Decorate-A-Cookie Event, October 26
    - Pumpkin Painting Event, October 27
    - National Chocolate Day Event, October 28
- Priority Registration for Kinesiology Majors, October 14 & 18
- FAFSA-TAFSA Super Saturday Event, October 23
- Security Department sponsored CPR & Safety Training for faculty and staff, October 29
- Psychology Department hosted "Meet and Greet" for Psychology Majors, October 13

COMMUNITY ENGAGEMENT:

- Back2Business Power Luncheon w/Weslaco Chamber of Commerce, October 6
- Weslaco Ambassador Quarterly Meeting, October 13
- Ribbon Cutting for new business, Just Move, October 18
- Weslaco Chamber Board Meeting, October 19
- Expression in Coahuiltecan In Art Artist's Reception, October 20
- Weslaco Museum Board of Directors Meeting, October 21
- Ribbon Cutting for new business, Wing Barn, Ocober. 23
- Weslaco Chamber of Commerce Youth Ambassador Summit, October 23
- Retirement Reception for Weslaco City Manager, Mike Perez sponsored by EDC, October 26
- Weslaco Department of Public Safety Groundbreaking Event, October 29
- Valley AIDS Counseling Table provided information for students, October 25
- RGV TASO Basketball met with officials for meeting, October 20
- TXRNG held military vehicle training for their guardsmen, various dates
- Hidalgo County HHS hosted a vaccine clinic for local community, October 20
- Hidalgo County HHS & SD is hosting a Physical Fitness and Nutrition class for Child Development Center Parents, every Friday

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools:
    - Weslaco 21st Century CTE Fast Track, approximately 100 students, October 15

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition meeting with the mission to keep young people in the county off of drugs & alcohol.

- Continued participating in community book club throughout Rio Grande City and Roma.
- Continued work with RGCCISD CATE Director to provide Continuing Ed program in welding technology.
- Continued coordinating with Industrial Foundation to offer more Continuing Ed. Classes.
- Explored possibilities to offer Welding Program courses in community facilities while construction begins in Fall 2022.
- 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.
- Working closely with PR to highlight students/faculty/staff at the Starr County Campus through events and special interest stories.
- Requested new student desk & chairs in select facilities to enhance the current learning environment.
- Attended Starr County Industrial Foundation Board meeting.
- Held vaccination clinic on campus with help from County and local independent pharmacies.
- Mail out to potential CPWE faculty candidates for part time jobs.
- Hiring event for CPWE finalized and ready for November 9-10, 2021.
- Seeking possible food services from local food truck vendor to serve students.

CAMPUS EVENTS/ACTIVITIES:

- Computer Science Marketing, October 5
- Biology Club Meeting, October 13
- Biology Club Recruiting booth, October 20
- Center for Learning Excellence "Interdepartmental Game Night," October 22
- Ascender Program Noche de Familia, October 25

ENROLLMENT ACTIVITIES:

- Attended monthly Starr County Community Coalition meeting with the mission to keep young people in the county off of drugs & alcohol.
- Continued participating in community book club throughout Rio Grande City and Roma.
- Continued work with RGCCISD CATE Director to provide Continuing Ed program in welding technology.
- Continued coordinating with Industrial Foundation to offer more Continuing Ed. Classes.
- Explored possibilities to offer Welding Program courses in community facilities while construction begins in Fall 2022.
- 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.
- Working closely with PR to highlight students/faculty/staff at the Starr County Campus through events and special interest stories.
- Requested new student desk & chairs in select facilities to enhance the current learning environment.
- Attended Starr County Industrial Foundation Board meeting.
- Held vaccination clinic on campus with help from County and local independent pharmacies.
- Mail out to potential CPWE faculty candidates for part time jobs.
- Hiring event for CPWE finalized and ready for November 9-10, 2021.
- Seeking possible food services from local food truck vendor to serve students.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Academic Coach and Director of University Relations to discuss the degree plan for the BAT-MHSM program.
- Attended the Pre-Meeting for the Chair Academy to discuss the pre-work for the attendees; discussed ideas for enhancing team networking activities.
- Attended the Council of Chairs meeting to present on the SB25 legislature and the impact on curriculum; reviewed roles and responsibilities of Chairs vs Curriculum Department.
- Met with the Chair of the Psychological Sciences department to answer questions related to SB25.
- Attended the Guidelines for Successful Advisory Committees workshop to assist with questions related to the GIPWE requirements.
- Attended the Banner User Group Meeting to provide an update on the Degree Works Prerequisite project and discuss the courses that have been converted for Spring 2022 registration.
- Met with the Dean of MSITB and Bachelor Program Department Chairs to discuss the impact of lower division course electives in Degree Works and discuss the allowance of combination of coursework from both academic and workforce degrees.
- Met with the Dean of SBS, Department Chair for Education, Director of University Relations and UTRGV contact to discuss the Education field of study life & physical science elective to propose curriculum changes that would allow students an option to complete the degree with the minimum 60 SCH.
- Presented at the Fall 2021 Chair Academy on Curriculum Management with the focus on common scenarios and student barriers to registration.
- Presented at Planning & Development Council on the AA in Early Childhood and AAS in Surveying & Geospatial Engineering proposals and responded to questions from the committee members.
- Worked on the campus student traffic report and Spring 2022 projected enrollment report, at the request of the Business Office to support the proposal for food trucks on campus.
- Attended the virtual CoHEsion Summit and attended workshops related to Degree Works.
- Facilitated the College-Wide Curriculum Committee meeting for October.
- Facilitated a meeting to discuss comments to the Prior Learning Assessment Manual with the VPAA, Director of Continuing Education, Director of Institutional Assessment, Effectiveness and Accreditation and the Dean of Institutional Research, Effectiveness & Strategic Planning. Finalized the updates to the Prior Learning Assessment Manual and submitted the document to the OVPAA's office for upload to the Academic Affairs website.
- Met with Special Assistant to the VPAA to discuss the CBE prospectus and provide EMSI data, per their request.
- Worked on the EWDC narratives for the AA Early Childhood Education and AAS/Certificate in Surveying and Geospatial Technology for the upcoming EWDC meeting in November.
- Attended the Grant Proposal meeting to discuss the possibility of developing a credential in the Computer Information Technology (CIT) or related field. I was asked to attend to provide information on the procedures and timeline of the program development process.
- Attended October's Academic Council meeting.
- Updated the TSI Developmental Plan with changes resulting from curriculum revisions submitted in Spring 2021 due to the implementation of TSI 2.0. Facilitated the TSI Committee meeting to discuss revisions to the TSI Developmental Plan to align with the recent implementation of TSI 2.0 and to discuss the addition of content from the plan to the STC developmental website.
- Attended the STC & UTRGV Collaborative Workgroup Meeting to discuss possibility of prior learning assessment for some of the workforce courses and discussion of transfer finder used by Alamo Colleges and possible implementation at STC with partnering institutions.
- Attended the NACEP Accreditation Recognition Event.
- Met with the Chair for Business Administration to review the proposed curriculum revisions for ACCT 2401 and the Business Administration (transfer plan).
- Attended the STC Cosmetology Program Development meeting with ISDs interested in partnering with STC to offer the Cosmetology program through dual credit.
- Emailed the HB2504 Compliance report from Concourse to the Chairs and Deans to report on the current percentage of completion. The report showed 94% compliance as of October 26.
- Updated and added the exemption codes for TSI waivers to the Degree Works scribing files provided by the Admissions department.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Worked on the SB25 Recommended Course Sequence initiative report for Computer Information Systems and Computer Science. Began reviewing those completed to ensure accuracy.
- Managed the following course evaluations through Smartevals in the month of October.

K1 & M6	19%
M9	42%
M5	17%
M2	6%
N1	13%

- Audited the Spring 2022 course schedule to ensure 70% room capacity and 45 minutes - 1 hour in between for cleaning and disinfecting.
- Held two Curriculum Management Chair Trainings for Academic Programs that had 7 participants in attendance and 12 participants in attendance from the Workforce Programs.
- Attended College-Wide Curriculum Committee meeting on October 19.
- Compiled the Fall 2021 course schedule by campus and building as requested by the Facilities Operation and Maintenance department.
- Reduced the class maximums to the approved cap for M3 session as per the Scheduling Guidelines (census date, October 25).

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with Learning Outcome Specialists for final Staff Appraisals.
- Met with OPOD Staff to prepare for Chair Academy presentation.
- Participated in Faculty Classification: Creating an ePortfolio professional development workshop.
- Met with Learning Outcome Specialist to complete exit inventory and clearance documentation.
- Met with the Theater Program Chair to review and discuss PLO Targeted Improvement Plans.
- Met with the BSN Program Chair to review PLO Assessment Plan, JagPRIDE data entry, and Targeted Improvement Plans.
- Met with IVPAA to finalize appraisal and discuss department updates.
- Participated in Microsoft Outlook professional development workshop.
- Met with ePortfolio team members to discuss purpose, goals, and timeline.
- Met with HR to follow up on staff improvement plan and appraisal.
- Participated in Escape Boxes in Teaching and Learning professional development workshop.
- Met with the Academic Affairs Graphic Designer to discuss and review options for a department logo.
- Participated in The Productive Online Professor professional development workshop.
- Presented student learning outcome review and JagPRIDE training at Chair Academy.
- Met with HR faculty to provide an overview of PLOs, JagPRIDE data entry, and Concourse alignment.
- Participated in Planning and Development Council Meeting.
- Met with the President as part of the Meet and Greet initiative.
- Participated in the College-Wide Curriculum Committee Meeting.
- Met with Dean of Institutional Research, Dean of BPST, and Construction Program Chair to review and discuss the CBE Prospectus status.
- Met with the BSN Program Chair to finalize the PLO Targeted Improvement Plans.
- Presented Learning Outcome Updates and concerns regarding the culture of assessment and data collection at the Academic Council Meeting.
- Participated in the Tilting Assignments to Improve Student Success professional development workshop.
- Met with Dean of Institutional Research to follow up on the CBE Prospectus narrative and evidence.
- Presented PLO Assessment Plan and JagPRIDE training to ADN Department.
- Met with IVPAA to discuss potential office moves that would impact Pecan G101.

- Met with Academic Affairs Project Manager to provide an overview of the ALC responsibilities and discuss potential office moves.
- Met with the Dance Program Chair and faculty member to discuss and prepare the PLO Assessment Plan.
- Facilitated department retreat to focus on team building, communication, SharePoint development, resources, and timelines.
- Met with ePortfolio Task Force potential participants to discuss the project, timeline and objectives.
- 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 Radiologic Technology and Diagnostic Sonography Program Chair to review and discuss PLO Targeted Improvement Plans. Planning a follow up department meeting.
- 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.
- Presented Argos Reporting and PLO Assessment Plan Data Entry Training to Learning Outcomes Team.
- Met with program chairs to assist with IE Plan reporting. Provided training over OneDrive data resources and JagPRIDE.
- Met with IT to revise timelines of projects and the impact of the ODS migration on JagPRIDE.
- Met with the Welding Program Chair to update PLO Curriculum Maps.
- Met with the HVAC and Welding Program Chairs to review PLO Curriculum Maps in preparation for the CBE Prospectus.
- Participated in Jaguar Academy: On-Board for Success Fall 2021 professional development.
- Attended Farewell Fiesta to honor resigning Dual Credit Schools District Partnership Relations Manager.

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps: Assisting Program Chairs to develop PLO Assessment Plans for new programs. Updating Targeted Improvement Plans and direct access OneDrive Folders.
- Academic Affairs Comprehensive Operational Plan – Meetings scheduled with departments to review and discuss the data.
- Budget: Planning 2021-2022 encumbrances.
- CBE Prospectus: Submitted narrative draft. Aligning Course Learning Outcomes and updating the introduction and reinforcement of skills on the PLO Curriculum Maps.
- Concourse Learning Outcomes Update: Meeting with Program Chairs to ensure consistency in documentation across the PLO Curriculum Maps, ACGM, WECM, and Concourse.
- Core Objective Targeted Improvement Plans: Meeting scheduled with each division to discuss development and next steps.
- ePortfolio Taskforce: Meeting scheduled to identify institutional needs, discuss which applications are currently in use, and the pros and cons of each.
- Handbook of Operations: Updated Argos reporting and Mass Activity Inserts sections.
- JagPRIDE Fall 2021: IT completed the ODS transition to Banner, improving the accuracy of data loads and application speed. IT completed the fall 2021 data load. Completed the Mass Activity Inserts for all aligned PLO courses offered in fall. Opened the application on Friday, October 15, 2021, a month earlier than previous semesters. Created flyers with new purpose statement draft and shared on Faculty/Staff News. Submitted purpose statement draft to Academic Affairs for review.
- 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.

Reports:

- Completed 2020-2021 Comprehensive PLO Summary and Targeted Improvement Plan Report.
- Completed 2019-2021 Institutional Effectiveness Plan.

GRANT & PROJECTS:

- Updated sixteen Outlook ALC Calendars.
- Initiated full inventories of all ALCs and Pecan D106.
- Collaborated with Program Chairs and faculty to relocate all spring 2022 courses scheduled in Pecan G101 to an alternative ALC.
- Assisted faculty with technical issues in the ALCs.
- Collaborating with campuses, 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** – Finalized Sponsorship Information booklet and started mail-out process. Submitted October ads to Texas Border Business, Mega Doctor News and SOCIALIFE Magazine. Worked with Radio united to produce and schedule in-kind radio campaign. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $26,000.00
    - 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, October 1st at 12:00pm.
- **Volunteer**- Students volunteered at the Fall Career Expo on October 20th. Students assisted with Phi Theta Kappa fall invitations and A Night with the Stars mailouts.
- **Administrative –** Attended the Academic Council meeting on October 25th at 2:00pm.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent mass email and mail invitation to qualified students. Held a PTK information session for students that were invited to join the program on Wednesday, October 19th at 4:00pm.
- **Meetings** – Held PTK monthly meeting on October 28th 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. Met with Starfish Administrator to discuss assisting with Starfish promotion on October 20th. Met with Dr. Solis, STC President, to discuss the PTK College Project and Honors in Action Project on October 26th.
- **Volunteer**- Volunteered at the Museum of South Texas- Dia de los Muertos Event as part of the Honors in Action project. Students volunteered at the Fall Career Expo on October 20th. Students assisted with Phi Theta Kappa fall invitations and A Night with the Stars mailouts.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Retention** – Checked-in with honors students regarding their progress. Began developing program survey to send to students.
- **Administrative** – Collect any remaining faculty documents
- **Volunteer -** Students volunteered at the Fall Career Expo on October 20th. Students assisted with Phi Theta Kappa fall invitations and A Night with the Stars mailouts.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Workshop # 208688: Guided Pathways Specialist Informational Presentation, October 12
- Starfish Caucus October 2021, October 13

- EAB IT Support Presentation for 2022 Roadmap, October 14
- DHSI Celebration Presentation, October 15
- Faculty Presentation for Math Departmental Meeting, October 15
- Planning & Development Council, October 15
- Collaboration Meeting with QEP Director, October 19
- Starfish Marketing Meeting with PTK Officers for upcoming Spring 2022 Awareness Campaign
- Faculty Presentation for Chemistry Departmental Meeting, October 22

PROJECTS:

- Creation of Cohorts to meet the GPS need for Meta Majors designs, plus the addition creation of cohort for CCAMPIS tracking purposes
- Progress Survey #2: Creation, evaluation for effectiveness, and deployment during the month of October
- Roles and Relationships Optimization Project Fall 2021: Objectives designed and team designation planning
- Starfish Training Handbook development for GPS & Faculty Advisor Roles with defined activities, flow charts for tracking items, and closing the loop documentation
- Presentation for Academic Council Meeting, Starfish links with Advising, Guided Pathway Specialists, and Faculty Advisors

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Perkins Basic
    - A calendar outlining major deadlines was finalized and uploaded to SharePoint for easy access by the Academic Affairs Division.
    - Met with the NAH Program Manager to discuss Perkins grant, reporting, CLNA, etc.
    - Worked to develop a strategy for CLNA stakeholder engagement; information collected from this event or project will be used to update the AA Division's CLNA for Perkins FY23 application. Contacted RAS to inquire about developing an employer survey to collect the information needed; a follow-up in-person event will be organized for end of January/beginning of February 2022.
    - Ongoing work is being done to improve the flowchart and/or develop a packet that the deans, project managers, and program chairs from the Academic Affairs division can use to prepare for Perkins planning, reporting, and/or CLNA updates.
    - Met with Director of Advising to discuss upcoming CLNA revisions for Perkins grant funding; discussed possibility of collaborating for the stakeholder engagement piece required for the CLNA.
- OER Grant (Developmental Math)
    - Met with PI, FM, RDMC, and Grant Accounting for the grant initiation meeting
    - The grant is a federal award and supports development and implementation of Developmental Math courses. The funding cycle is from 8/30/21 to 3/31/22.
    - Dr. Esmaeili will serve as FM for the Developmental Math portion of the grant, but this may change to Mario Morin. The funding amount is $71,315.25.
    - A follow-up meeting was held to discuss the implementation of the grant;
    - This grant is funding two projects: one for Developmental Math and the other for Philosophy.
    - The grant will require three status reviews throughout the year. Samantha will let us know when the first status review will take place. The project supports the development of learning materials and activities based on OER requirements for MATH2413, 2412, and 1414.
    - RDMC will require Time and Effort for this grant. There is an In-Kind match of $71,378.06 -- meaning monthly personnel reports must be turned in. In-kind cannot be done by faculty; therefore, Library support and Distance Learning (instructional designer) will be responsible for the in-kind commitment. Time and Effort recordkeeping will also need to be sent to UTRGV and UT-Dallas (partners).
    - Reviewed several NOEs received for accuracy and completeness.
    - Reviewed Budget and Proposal amendments. Provided feedback/edits for the amendments.

- RAND Grant
    - Reviewed email received from the Grants office regarding proposed grant activities for fall 2021 and spring 2022;
    - Followed up with Math Department Chair to discuss email received and confirmed whether Continuing Education will be participating in grant activities or assisting with non-credit math courses.
    - Department Chair will be meeting with former Developmental Math Chair to discuss and will provide an update.
    - Reviewed several NOEs received for accuracy and completeness; contacted PI regarding incomplete NOE packages. Additional information needed for the NOE packets was received and attached to NOEs. The NOEs were forwarded to the OVPAA for review and approval.
- Perkins State Leadership (ACE) Grant
    - Attended Grant Initiation Meeting for Perkins State Leadership Grant (ACE).

INITIATIVES:

- Advisory Committee Meetings Action Plan
    - Met with OPOD Manager to discuss, collaborate and organize the Advisory Committee Meeting training.
    - Created the ***Guidelines for a Successful Advisory Committee Meeting*** workshop on OPOD's webpage and arranged for announcement to be sent out through faculty/staff announcements.
    - Worked on creating draft pf PowerPoint, Agenda, hand-outs, audit report, etc., in preparation for the training, which took place on October 8th.
    - Revised Advisory Committee Meeting audit spreadsheet, which includes results from FY2020 audits. Revised AC Checklist, Guidelines, and created a Program Chair self-assessment checklist.
    - The ***Guidelines for a Successful Advisory Committee Meeting*** workshop was held on October 8th. Over 57 faculty and staff signed up for the training. The VPAA provided a presentation about expectations and protocols for Advisory Committee Meetings and Minutes. The dialogue was very robust. Program Chairs were engaged and asked many questions. The program chairs also provided feedback on ways to improve the process. Overall, the training was very productive.
    - Based on feedback from the ***Guidelines for a Successful Advisory Committee Meeting*** workshop, worked with VPAA Project Manager to revise the Summary, Presentation, and Checklist for Advisory Committee Meetings. Contacted Project Managers to discuss the possibility of participating in future division/department meetings to provide training and updates. Submitted revised information for Advisory Committee meetings for upload to SharePoint.
    - Revised Advisory Committee presentation to prepare to provide updates at the October Academic Council meeting. The first post-training is scheduled to take place at the NAH campus.
- Academic Affairs Division SharePoint
    - Worked with AA Program Manager and PR & Marketing's Digital Services Manager to create/refine a SharePoint wherein Academic Affairs Program Chairs, Program Managers, and others can access Perkins grant information, data, and the Advisory Committee SharePoint.
- Participated in and successfully completed the LinkedIn Word and Excel trainings.
- Met with Bachelor Programs and representatives from Forio Simulations to discuss and view a demo regarding the simulation software. The Bachelor programs are interested in garnering funding to purchase software that will be used for Final Projects. This simulation software will provide students with real-life scenarios that they can use to showcase the skills they have learned throughout their coursework. Met with Dr. R. Sale to discuss Bachelor Programs' interest in simulation software. Dr. Sale recommended using Captivate, which is a software already being used here at the College.
- Participated in the Faculty Advising Certification Training.
- Reviewed the 2019-2021 IE Report for the entire AA Division, and sent email follow-ups to those programs/departments who still had items pending. Started reviewing the 2021-2023 IE Plan for the Division.
- Worked on the DegreeWorks Progress Report assignment. Forwarded the outcomes to the QEP Director for her records and Starfish Administrator. Met with Starfish Administrator who requested copies of DegreeWorks Progress Report Assignment along with the presentations previously used to report outcomes of Assignment.
- Met with CDEC Program chair and staff to discuss interest in pursuing additional grant funding to support the Mid-Valley child center. CDEC requested the meeting based on a meeting with RDMC's Compliance Officer, who notified them during the meeting that CCAMPIS grant funding may not be available for the new coming year. The Mid-Valley child center depends on the CCAMPIS grant support, and therefore, are preparing in case

the funding is not available. After the meeting, I forwarded RDMC's form 001 (Funding Research Request) and recommended that it be filled out and sent through the approval process. The form was received on Friday (October 22nd) and submitted to the OVPAA; it is pending VPAA review and approval.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted with coordination of STC & UTRGV Collaborative meeting
    - Prepared agenda
    - Developed PowerPoint presentation
    - Coordinated Collaborative Update booklet
- Assisted with documents and presentation for Workshop RE: Advisory Committee Meetings
- Continued to work on updates for STC Workforce Programs Aligned with Industry Cert. booklet
- Coordinated revisions and submission of "A Night with the Stars" ads and promos
- Developed draft Talking Points for NACEP Recognition Event
- Developed PowerPoint presentations for EWD Committee Meetings
    - Division of Business, Public Safety, and Technology
    - Division of Nursing and Allied Health
    - Program Proposals
        - AA in Early Childhood Education
        - Certificate and AAS in Surveying and Geospatial Technology
- Finalized and submitted PowerPoint presentations for EWD Committee Meeting
    - Division of Liberal Arts
    - Division of Social and Behavioral Sciences
- Finalized agenda and handouts for Academic Council Meeting
- Finalized AY 2020-2021 Faculty Spotlight
- Finalized La Joya ISD profile as a dual credit partner
- Finalized STC Programs of Study Infographic
- Finalized updates to Cybersecurity booklet
- Reviewed and revised communication to ISD partner
- Reviewed, revised, and submitted Monthly Activity Report for Academic Affairs

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Begin working on memo for Unsuccessful Rollover for 37 Dual Credit students
- Begin working on obtaining Faculty names for Master of Ceremony(s) and Name Readers for Fall 2021 Commencement Ceremony
- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Finalizing edits to FLAC End User Manual
    - Ran PEPFLAC for contract types: OV, 45, DC, and PS contracts
    - Ran PEPFLAC for part of term: M0, M5, N4, N6
    - Total jobs to be uploaded for compensation: 59
    - Begin working on FLAC Calendar for Spring 2022 and Summer 2022
    - Begin working with BO and HR on FLAC Payroll Dates for Summer 2022
    - Upcoming PEPFLAC for contract types: OV, 45, DC, and PS contracts
    - Upcoming PEPFLAC for part of term: D1, D4, K2, M3, and M7
- 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
    - Mid Valley Campus: Building A Cafeteria to Culinary Arts Instructional Kitchen
    - Mid Valley/Starr County Campus: Automotive Lab Expansion; HVACR Classroom/Outdoor Covered Area; Welding Lab Expansion
    - NAH Campus: Building A Occupational Therapy Kitchen Lab Expansion

    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion- Pending chairs and received tables; PB-10B Engineering Model Car Workshop/Ramp
    - Pecan Plaza: Dance Studio Expansion
    - Technology Campus: Master Plan for buildings A and B; Cosmetology Program; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
    - Move/Setup Request for Faculty and Staff: PCN D101, D104, and D106
- Continued following up with Office of Admissions and Records regarding Title IX student case
- Continued summarizing information pertaining to Student Complaint submitted via portal
- Continued working on creating SharePoint Page for Academic Initiatives
- Continued working on Important Dates Template for Academic Affairs SharePoint Site
- Continued working on updating Grade Appeal Procedures
- Submitted Pantone colors to vendor to finalize the Graduation Banners for print

DESIGN WORK:

- Continued working on Academic Affairs Divisions' Graduation banners
    - Made final adjustments to artwork to meet vendor's requirements for print
    - Reviewed artwork in digital proofs provided by vendor
    - Continued working on symbol descriptions for STC website
    - Traveled to Gateway Printing to review colors in mini banner proofs using their Pantone Matching System (PMS) book, and selected alternatives where needed
    - Worked with vendor for print production of Graduation Banners
    - Continued working with vendor on Pantone colors and artwork requirements for print production on new fabric choice
    - Made corrections to artwork after reviewing mini-proofs to improve image quality/clarity, adjusted Pantone colors using previously selected color alternatives and recommendations from vendor
- Continued working on the 2021 Strategic Planning Workshop booklet
- Continued working on the 2021 Workforce/Academic Programs Flyer
- Designed Basic Peace Officer flyer for Law Enforcement Program
- Finalized 2020-2021 Faculty Spotlight booklet
- Updated Division of Academic Affairs and Educational pathways Proposed Organizational Chart
- Worked on "A Night with the Stars" ads and promos
    - Spotlight Page for SociaLIFE magazine October issue
    - Texas Border Business and Mega Doctor News October publications
    - Event Information Brochure
- Worked on artwork for 2021 Workforce Programs Aligned with Industry Certifications booklet
- Worked on STC to UTRGV Collaborative 2021 Progress Report design and Update booklet
- Worked on content updates for 2021 Cybersecurity booklet

MEETINGS:

- Participated in virtual meeting regarding Guidelines for a Successful Advisory Committee Meeting, October 8
- Attended virtual meeting to discuss Shared Folder with Office of Human Resources, October 11
- Attended virtual meeting to discuss Welding Lab Expansion at Starr County Campus, October 11
- Attended virtual meeting to discuss/review Title IX Complaint Process Flowchart, October 13
- Participated in virtual Zoom session for Maxient Bootcamp, October 13
- Attended virtual meeting to discuss the Fall 2021 Commencement Ceremony, October 13
- Met virtually with Learning Outcomes to discuss Learning Outcomes icon design, October 13
- Met virtually with IVPAA, Dean for LA, and OVPAA Special Assistant to discuss possible Dance Studio relocation, October 13
- Attended virtual meeting to review and discuss Title IX Student Cases, October 14
- Met with FPC Space Management Specialist to conduct walk-through of storage spaces at Cooper Center, October 14
- Participated in EWDC presentation logistics meeting, October 18
- Attended EWDC Meeting, October 19
- Met with FPC Space Management Specialist to conduct walk-through of storage space at PCN J, October 21

- Attended Academic Council Meeting, October 25
- Met with Dual Credit Programs regarding upcoming artwork needed for National Summit for Dual Credit Programs, October 26
- Met virtually with IVPAA, Dean for LA, Drama Chair, and Music Chair to discuss the Cooper Center Conference Room usage, October 26
- Attended STC & UTRGV Collaborative Workgroup Meeting, October 27
- Met virtually with Dean for BPST, Automotive Chair, and PM for BPST to discuss the Starr County- Automotive expansion and logistics, October 28
- Met with ET and FPC to discuss data drops for PCN D-106, October 29
- Met with ET and FPC to discuss relocation of projector equipment in Kinesiology classroom, October 29
- Attended virtual meeting to review and discuss Title IX Student Cases, October 29
- Met virtually with Drama Chair and Music Chair to discuss the CIP for the Cooper Center Expansion, October 29
- Attended the virtual Policy Localization Training Session, October 29

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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.