SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

November 2021

Board Meeting
December 14, 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)

1,709
People Reached

122
Engagements

Boost Post

- Welcome Week Day 2 (Pecan)

846
People Reached

35
Engagements

Boost Post

- 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

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: DECEMBER 14, 2021

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office:
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Budget Presentation review for Chair Academy with Budget Manager.
    - Business Office personnel and staffing matters meeting with Comptroller and Associate Comptroller.
  - Accountability, Risk, and Compliance:
    - Accountability, Risk and Compliance departmental matters with Director of Accountability, Risk, and Compliance.
    - Human Resources Hiring Project status update meeting with Director of Human Resources, Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
  - Human Resources:
    - Cellular Phone Stipends with the Director of Human Resources and Assistant Director of Human Resources.
    - Human Resources Hiring Project status update meeting with 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.
    - People Admin final approval for Non-Exempt positions meeting with Director of Human Resources.
    - Personnel matters meeting with Director of Human Resources and other HR staff.
  - 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:
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
  - Truck Driving RFQ with the Director of Purchasing.
- COVID-19:
  - College-Wide Safety Committee meetings to discuss various matters.
  - COVID-19 Training presentation review with the COVID-19 Prevention and Response Manager.
  - 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:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Bond Refunding discussion with the President.
  - Budget and Purchasing Presentation for Chair Academy.
  - Coordinated Operations Council (COC) presentation review with FAS Administrative Officer.
  - Creating Magic Giving Day meetings with FAS Administrative Officer, Comptroller, Accounting Group Manager, and Business System Analyst.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Data Dashboard vendor meeting with College Vice-Presidents, Administrators and Staff.
  - Facilities projects review with FAS Project Manager.
  - Faculty Senate updates with Comptroller, Budget Manager, and Faculty Senate member.
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Risk Assessment review with FAS Administrative Officer.
  - Food Services Dining and Food Trucks RFP (outsourced) meeting with FAS Administrative Officer, FAS Project Manager, Accountant, Director of Purchasing, Buyer, Director of Facilities Operations, and Maintenance, Director of Accountability, Risk, and Compliance, and Risk Manager.
  - Legal Counsel meeting to review the use of HEERF Funds for Employee Salary Stipends.
  - NAH ADN Faculty Salary and Expense Assessment review with Accountability and Compliance Manager, and FAS Administrative Officer.
  - 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.
  - Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
  - Precision Task Group meeting with College President and Vice-Presidents.
  - President's meeting on Purging of Accounts Receivable uncollectible accounts, Administrative Building Plans, and other College matters.
  - Reviewed several matters including Board packet with College President and Chief Assistant to the President.
  - THECB Community and Technical Colleges Formula Advisory Committee November meeting.
  - Truck Driving Program discussion with Specialist Assistant to the President for Continuing Education.
  - Various legal matters with Legal Counsel.
  - Welcoming Event for College President at Pharr Economic Development Corporation.
  - Wind Energy Projects meeting with College President, Comptroller, and Texas Energy Consultants.
- Participated in Webinars/Webcasts/Conferences/Trainings:

- 2021 Texas Higher Education Law Conference.
- One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment.
- THECB – Texas Completion Repayment Grant Program 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:
  - Business Office:
    - 2021 Bond Refunding Wire Transfer
    - Budget Amendment Write-up.
    - Budget and Staffing for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - HEERF III Use of Funds Report & Expenditures.
    - Uncollectible Write Off Entry Review.
  - Human Resources:
    - Human Resources Hiring Processes Improvement Plan.
    - Sick Leave Policies and Procedures.
  - 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.
  - Other:
    - Activity Report for Board – November.
    - Board Accounts Receivable Presentation review.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Budget Transfer approvals.
    - COC Meeting agenda.
    - COVID-19 Employee Salary Payment Agenda Review.
    - Facilities Projects Gantt Chart.
    - Faculty Credentials Initial Audit (IA) Report Review.
    - FAS Fraud Survey for FY 21.
    - FAS Organizations Reconciliations.
    - FAS Risk Assessment for FY 21.
    - Finance & Facilities Committee Agenda items review with the President and staff.
    - Headcount and Credit Hour Report.
    - HEERF Agenda item.
    - HEERF Use of Funds Research for Board Motion.
    - One-Time COVID-19 and Strategies Response Presentation.
    - Plant Funds Expenditure Approvals.
    - President's Meeting Backup Documents.
    - President's Space Layout review.
    - Public Information Requests.
    - Review and Approval of Documents.
    - TACCBO Treasurer Bank Information.
    - Tax Abatement Contract Revisions to Legal Counsel.

    - Time Clock Plus (TCP) approvals.
    - Vice-President's emails review with FAS Administrative Officer.
  - Monthly Reports provided to President's Cabinet members as follows:
    - Leave (Sick and Vacation) Reports (October 2021).
    - Overtime Reports - Hours Worked by Employee (October 2021).
    - Salary Savings Reports (October 2021).
    - TCP Verification Reports (October 2021).
    - Travel by Employee Reports (October 2021).
    - Vacancy Reports (October 2021).
- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>November</u> Finance, Facilities, and Board meetings on the following items:
    - Award of Proposals, Purchases, and Renewals
    - Update on Portable Air Purifiers
    - Purchase Additional Promotional T-Shirts for Student Outreach
    - Revise Policy #4152: Documentation of Official Transcripts for All Employees
    - Revise Purchasing Policies
      A. Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
      B. Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to $10,000 and Purchasing Procedures for Personal Property and Public Works
      C. Policy #5226: Contracts
    - Annual Investment Report for FY 2020 – 2021
    - Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees
    - Proposed Budget Amendment for FY 2021 – 2022
    - Approval of Schematic Design for the Starr County Campus Workforce Center Building D Welding Lab Expansion
    - Contracting Construction Services for the District Wide Flooring Replacements Phase I at Pecan Campus, Mid Valley Campus, and Starr County Campus V.
    - Approval of Substantial Completion and Final Completion for the Regional Center for Public Safety Excellence Drainage Improvements Phase II
    - Approval of Final Completion for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
    - Approval of Architectural Fee Adjustment for the Pecan Plaza West Building C Kinesiology Storage and Restroom Renovations
  - Started working on the following items for <u>December</u> Finance, Facilities, and Board meetings:
    - Award of Proposals, Purchases, and Renewals
    - Status of Fiscal Year 2021 Financial Audit
    - Terra-Gen Development Company, LLC, Tax Abatement Agreements
    - 2021 Tax Roll/Tax Levy for Hidalgo and Starr Counties
    - Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties
    - Contracting Architectural Services for the following projects:
      A. Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
      B. Technology Campus Exterior Solar Panel Structures
    - Contracting Construction Services for the following projects:
      A. Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
      B. Regional Center for Public Safety Excellence Additional Chiller Installation
    - Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Starr County Campus
- Finance and Administrative Services Administrative Officer worked on the following items:
  - Annual Departmental Risk Assessment follow up with FAS Directors.

- Attended Oracle Cloud meeting.
- Board Meeting Software Demo's.
- Creating Magic: Giving Day.
- Employee Stipend meetings.
- FAS Director's Meeting.
- Food Truck Meetings.
- Fuel Card and Purchasing Card follow up.
- Futures Facilities Gannt Chart.
- Multi-Hazard Emergency Operations Plan follow up.
- Parking Software Demos.
- Policies and Procedures: Sick Leave Policy, Sick Leave Pool Policy, and Donation of Sick Leave Policy.
- UTRGV average Nursing Salary data.

- Project Manager worked on the following items:
  - Attended software demo presentation of Operations Commander to replace parking and citation software.
  - Collaborated with the Office of Professional and Organizational Development (OPOD) to format an email notice regarding registration information on the COVID-19 training.
  - 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 with Auxiliary Accountant and NAH Project Manager to inspect equipment at the Nursing and Allied Health Campus Building A cafeteria.
  - Created a PowerPoint Presentation for the Board's review of the one-time payment agenda item.
  - Finalized the agenda and backup for Coordinated Operations Council (COC).
  - 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.
  - Prepared the monthly construction report included in the Facilities Committee packet.
  - Researched other community colleges' change order approval policy and created a comparison matrix.
  - Researched professional guest speakers to present at the Spring 2022 Professional Development Day.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
  - Reviewed and provided comments to finalize the RFP for Food Services vendors.
  - Reviewed and worked on a job description for Food Services Coordinator.
  - Revised the Accounting Specialist job description to assist the Division of Academic Affairs with submission of Notice of Employment (NOE) and Lecture Hour Equivalents (LHE's).
  - Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Worked on the One-Time Return to Campus Safely Salary Payment write-up for board approval.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable automation system
- Bond call with external auditor
- Budget and Purchasing Chair Academy with the Office of Professional Development
- Capital Appreciation Bond (CAB) yearly amount with external auditor
- Cash flow brainstorming session with Accounting Group Managers
- Cashiers and Accounts Receivable items
- Data request call with Grants Compliance, Financial Aid and Student Affairs
- Departments deadlines, current and future projects, and status on reconciliations with General Accounting, Construction and Fixed Asset
- Departments' status on special projects and responsibilities with General Accounting Department
- Depreciation period calculation and ending book value with Ellucian representative, Business System Analyst, and Construction Accountant

- Faculty Senate meeting with the Vice President for Finance and Administrative Services
- Finance Administrative Staff (FAS)
- Financial statement with Accounting Group Managers
- Google Web call presentattion and demonstration of Operations Commander (OPS-COM) system for parking permits
- Grant revenue and expense board reports
- Grants and contracts footnote
- Higher Education Emergency Relief Fund (HEERF) fund use phone call with Legal Counsel
- Higher Education Emergency Relief Fund (HEERF) fund use with the Vice President for Finance and Administrative Services and Human Resources
- Incentive pay meeting with VP finance and Administrative services, Budget Manager and Human Resources administrators
- JagNet Obligation Pages with Information Technologies
- Management Discussion and Analysis (MD&A) and cash flow statement for audit with Associate Comptroller, Budget Coordinator, and Account Receivable
- Manager meeting with the Associate Comptroller and Accounting Group Managers
- Marketing update for international students with Touchnet Transfermate
- PNC call regarding Test File Gateway Access through Pinnacle
- Presentation for card program purchase from Citibank
- President's Administrative Staff (PAS)
- Program Chair Academy-Budget training with the Vice President for Finance and Administrative Services and Program Chairs
- Removal of the in-kind from FY2021-2022 budget and agreement with Chief Suarez, Alina Cantu, Lower Rio Grande Valley Development Center (LRGVDC) staff
- Review allowance for uncollectible rate with Associate Comptroller and Property Tax Accountant
- Schedule E and F for the Annual Financial Report
- Student Activities Fee and Allowable Expenses with Student Activities and Purchasing
- Update the Lower Rio Grande Valley Development Center (LRGVDC) for FY 2021-2022 budget with General Accounting Accountant
- Weekly status call with external audit team
- Workforce Truck driving fee reimbursement with Continuing Education and Accounts Receivable
- Trainings or Webinars:
  - Director of First Impressions: Everyone's responsibility
  - STC-One-Time Return to Campus Safely Training

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on October 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.
  - Set up new grant funds and budgets

Bank No.	21-Sep	21-Oct	21-Nov
01 E&G	253	328	303
01 Direct Deposit	83	179	160
03 Student	13,530	1,934	1,164
12 I&S Taxes	-	-	-
16 I&S Bond	-	-	-

Bank No.	21-Sep	21-Oct	21-Nov
17 Plant	2	6	11
17 Direct Deposit	1	-	1
31 Virtual Card	268	281	228
32 AP Card	2	4	3
37 Unexp-LT Bond Series 2015	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-

- Budget and Reporting:
  - Chair Academy presentation
  - FY 2020 - 2021 Campus Report (Rider 22)
  - FY 2020 - 2021 Integrated Fiscal Reporting System (IFRS) report assistance
  - FY 2022-2023 Budget Booklet Formatting Updates
  - Higher Education Emergency Relief Fund (HEERF) report request from the Legislative Budget Board (LBB)
  - Lost Revenue Estimations for FY 2020-2021 and FY 2021-2022
  - Lost revenue projections
  - One-Time Return to Campus Safely Payment payroll processing assistance
  - Researched GASB 84 Fiduciary Activities
  - Researched use of Higher Education Emergency Relief Fund (HEERF) by other community colleges
  - Tuition and Fee Revenue Scenarios for Spring 2022
- Accounts Receivable / Financial Aid Accounting:
  - Student Receivable and Reports.
- Cash Management/ Special Projects/ Office Support:
  - Submitted various audit items for interim audit.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	8	314
01 Direct Deposit	6	145
02 Payroll	6	368
02 Direct Deposit	4	2,131
03 Student	4	1,164
12 I&S	0	0
16 I&S	0	0
17 Plant	5	11
17 Plant Direct Dep.	1	1
38 Bond Series 2014	0	0
Total	34	4,134

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	20
Bank Transfers between Bank Accounts	29
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 66 board and management reports and staff continues to work on monthly reconciliations and monthly reports.
  - Cash Flow Governmental Accounting Standards Board (GASB) Reports.
  - Developed a new Written Acknowledgment letter.
  - Prepared requisitions to pay the Hidalgo County Irrigation District.
  - Prepared subsequent event footnote.
  - Reviewed Lower Rio Grande Valley Development Center (LRGVDC) to update budget, motion, and agreement.
  - Reviewed the Monte Cristo, Monte Alto, and La Joya Windpower approved agreements against the amendment requested.
  - Revised long term debt due to Capital Appreciation Bond (CAB) per auditor's request.
  - Revised the paper check form and submitted to Project Manager Coordinator from VP-FAS.
  - Worked on cash flow statement.

Duties	**Total**
Approval - Requisition queues approval	17
Audit - End-of-Year Meetings/Const/exhibits/schedule/	3
Audit - Hours used to pull out information for the auditor	2
Audit - Prepare audit reports	21
Audit - Review audit report	9
Audit - Scanned/copied documents for auditor	4
Bank - Download daily bank info. formatted, and email them to specified staff	143
Bank - Prepare daily deposits	18
Bank - Transactions removed from Banner Bank Recon.	670
Budget - Review Construction budget transfers	10
Check - Provide a copy of cashed check to AP/Payroll	23
Check - Verification of checks for AP / Payroll / Student	57
Checks - Stale dated letters mail-hours used to search for updated address	16
Checks - stale-dated letters mailed	804
Checks - stale-dated letters returned and logged	116
Checks - Stop payments processed (including stale-dated checks	178
Checks Returned - Logged and Filed the returned checks by mail	22
Checks Returned- Disbursed to student/staff/vendor	130
Donations - telephone calls received - FOAP questions	69
Emails - Initiated and/or responses to emails	643
Emails - received and viewed/read	1,225
FOAP - Changed financial manager	1
FOAP - Created including Activity codes and FOAP updates	69
FOAP - provided for deposits and/or other depts requesting info.	9
IDT's - reviewed	19
IDT's - Submitted for posting	17

Duties	Total
Invoices - and Encumbrances reviewed	46
Journal Entries - Copies requested	10
Journal Entries - Filed and Organized including labeling	1,040
Journal Entries - Hours used to filed and Organized including labeling	4
Journal Entries - Hours used to for scanning	27
Journal Entries - Hours used to Log Scanned JE	32
Journal Entries - Hours used to prepare documents for scanning	4
Journal Entries - Logged	1,067
Journal Entries - Number of JE scanned	1,067
Journal Entries - Posted to GL including FUPLOAD	613
Journal Entries - Posted Transactions processed	4,509
Journal Entries - Prepared	59
Journal Entries - Reviewed	64
Meetings - General Accounting Department Review meeting	6
Motion - Number of motions submitted to VP-FAS Office	3
Motions-prepared, revised, reconciliations, prepare backups	5
Positive Pay - Exceptions researched/verified (quantity)	52
Positive Pay - Submitted and/or Exceptions approved (quantity)	19
Reports - Hours used converting BOR and Management reports PDF	1
Reports - Download/Save Daily General Ledger reports	220
Reports - Download/Save Hours used to download 14 Monthly Reports	1.5
Reports - Prepare Board and Management Report	66
Reports - Reviewed Board and Management Reports include motions, cabinet and MIPS	70
Requisitions - Prepare requisitions	10
Requisitions - Review requisitions	1
Special Project - Copies of banner screen for certain fund codes	69
Special project - Hours working with IT issues with software, computer and/or printer	1
Special Project - hours - LRGVDC-meetings/projection/motion	6
Special Project - Credit Card issues with bank - hours	2
Special Project - completion of surveys	1
Testing - Banner/FUPLOAPS/Bank (hours)	3
Training - HR/AP	2

Description	November-21
General Journal Entry (Inter-Fund) (JE 16)	61
Cash Receipts (CR 05)	375
Encumbrance Liquidation (E032)	4

Description	November-21
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	1
General Journal Entry (JE17)	2
Misc. Receipt Payments (CA10)	1

- Cashiers:
  - Assisted students with Fall 2021 and Spring 2022 questions

Payroll Processes for the Month Ending November 30, 2021	
Payroll Re-issue Processed	3
Payroll Cycles	4
Payroll Checks & DD	2,787
TimeClock Plus Access Forms Processed	58
Number of Employees with OT reviewed for OT Memos	288
NOEs Approved	205
Salary Budget Transfer Forms Processed	8

Payroll Processes for the Month Ending November 30, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1946	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	545	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 10/16 - 10/31) SR21	268	Salaried	2
(Waged 11/01 - 11/15) SR22	281	Waged	0
Regular (Salaried: November) MR11	4,474		
		Void Checks Processed	
		Salaried	3
NOE's Approved		Waged	0
Approved NOE's	205		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	23	Waged	0
Salaried	220		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	8
FLAC	158		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	4	Salaried	0

Payroll Processes for the Month Ending November 30, 2021			
Waged	44	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	123	Salaried	0
Salaried: MR10	193	Waged	0
Salaried: MR09ADJ01	6		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	279
Waged		Total Net	$301,766.67
(Waged:)	2		
Liabilities Processed			
ORP	11	Waged	86
Annuity	12	Total Net	$23,217.88
Student Loans	MR-0, SR-0		
United Way	1		
Child Support	1	**Direct Deposits Processed**	
IRS Levy	0	Salaried	1945
Withholding & FICA	4	Total Net	$5,294,562.47
Met Life	1		
Legal Judgement	1	Waged	477
Social Security Administration	0	Total Net	$148,977.40
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	4		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Coordinated Operation Council to discuss different building projects with Administrators Campus District Wide.
- Department of Public Safety (DPS) Police Supervisor Meeting to discuss several operating procedures with DPS Police Lieutenant and Police Sergeants.
- Finance and Administrative Services (FAS) Director's Meeting to discuss different topics with Vice President for FAS.
- Flag Colors Presented by South Texas College Department of Public Safety Honor Guard at Veteran Presentations at Pecan, Technology, and Nursing Allied Health Campuses.
- Security/Traffic Control Planning Meeting to discuss safety protocols for the South Texas College (STC) Fall 2021 Graduation Ceremonies with STC Department of Public Safety Police Lieutenant and Sergeant.
- Teams Behavioral Intervention Team Meetings to discuss risk assessments on cases with other team members.
- Teams Graduation Planning Meeting to discuss safety protocols and traffic control with University of Texas Rio Grande Valley Police Department.
- Teams Meeting to discuss an Amendment to the 2021-2022 Transportation Agreement between Lower Rio Grande Development Council (LRGVDC) and South Texas College Transportation.
- Teams Meeting with Risk Management to discuss the South Texas College All Hazard Emergency Plan (AHEP).

- Teams President's Administrative Staff Meeting to discuss different topics with College Administrators Campus District Wide.
- Teams Safety Committee Meetings to discuss safety protocols with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Virtual OPS-COM Presentation to discuss Parking Software with Parking Software Committee.
- Walk through at the Bert Ogden Arena for the Fall 2021 Graduation Ceremonies December 12, 2021.
- Webex Parking Software Presentation with T2 Representatives and South Texas College Parking Software Committee.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Referrals sent to Risk Management.
  - Reviewed incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
  - Reviewed open records request for an incident report.
- Surveillance Cameras:
  - Camera maintenance/replacement projects Campus District Wide.
  - Obtained estimates for camera projects.
  - Planned camera cleanings during the Holiday Break.
- Training:
  - Evacuation Drills at Nursing Allied Health Campus Building B, Regional Center for Public Safety Excellence, Starr Campus Building E, Technology Campus Building E, Pecan Campus Building P, and Mid Valley Campus Building G.
  - Evacuation Procedure Trainings for custodial at Mid-Valley and Starr Campuses.
  - Federal Transit Administration Substance Abuse Training.
  - One-Time Return to Campus Safely COVID-19 Training.
  - Organizing and hosting an Advanced Law Enforcement Rapid Response Training (ALERRT) First Responder Medical and Civilian & Casualty Care Train the Trainer Training.
  - Public Transportation Agency Safety Plan Training.
  - Texas Commission on Law Enforcement mandated Legislative Updates Training for police officers.
  - TrackTik Software Training.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Conducted interviews for security guard positions.
  - Finalized the Department of Public Safety Police Sergeant job description.
  - Police Sergeant, Police Compliance Coordinator, and Security Support Specialist positions posted.
  - Scheduled police officer position interviews.
  - Submitted hiring proposal for security guards.
- Purchases and Repairs:
  - Maintenance on police, security, and transportation vehicles.
  - Preventative maintenance on vehicles-vehicle inspections.
  - Reviewed and approved police equipment.
  - Reviewed and approved requisitions.
  - Submitted requisition to re-wrap 3 shuttle buses.
- Shuttle Buses and Parking:
  - Completed 22 parking event requests.
  - Enforced parking rules and regulations.
  - Hosted Parking Citation Appeals Meeting to 41 appeals.
  - Installed UV Air Purifiers on 6 South Texas College Transportation Buses.
  - Issued out 153 parking permits and 174 temporary parking permits.

- Removed different A-Frame Signs campus district wide.
- Submitted monthly ridership report, trip log report and driver manifest to Valley Metro Transit.
- Submitted work orders for all campuses regarding parking signs needed.

- Other:
  - Completed 35 First Aid Supply requests.
  - Conducted monthly check on the Automated External Defibrillators (AED) as required by Senate Bill 199 campus district wide.
  - Finalized the City of McAllen Holiday Parade Traffic Control/Parking Plan at the Pecan Campus parking lots.
  - Issued out 1,050 face masks to various department campus district wide.
  - Reviewed and sent South Texas College All Hazards Emergency Plan (AHEP) to Texas School Safety Center (TxSSC) for required review under Texas Education Code 37.2071.
  - Stop the Bleed Kits placed at each Automated External Defibrillators (AED) locations.
  - Traffic Control at the Pecan Campus Vaccination Clinic.
  - Traffic Enforcement Pecan Campus by the main Crosswalk.
  - Traffic, Safety and Operational Plans for the South Texas College Fall 2021 Graduation Ceremonies at the Bert Ogden Arena.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Cooper Center Music Expansion Capital Improvement Proposal meeting to review project scope with Liberal Arts Dean & Faculty and Facilities Planning & Construction staff.
- Coordinated Operations Council Meeting.
- Facilities Operations Council Meeting.
- Finance & Administrative Services Director's Meeting.
- Finance & Administrative Services Facilities & Planning Meetings.
- Meeting at Technology Campus Building E warehouse space to review existing Facilities Planning & Construction furniture quantities in storage with College staff.
- Meeting at Technology Campus to review existing cafeteria and warehouse spaces at Building E and Building D.
- Meeting on site to verify existing conditions in Pecan Building D for Rooms D104 and D106.
- Meeting to review and coordinate staff moves for Pecan Building D and Building A.
- Meeting to review existing and future Facilities Planning & Construction facility storage needs for furniture with Purchasing and Facilities Planning & Construction staff.
- Meeting with Facilities Planning & Construction staff to review process for relocating staff in Pecan Building D for Rooms D104 and D106.
- November Board Meeting.
- November Facilities Committee Meeting.
- Pharr-San Juan-Alamo Independent School District (PSJA) tour of welding labs at PSJA Collegiate High School and Ballew College, Career, & Technology Academy.
- Policy Localization Training Session-Texas Association of School Boards.
- President's Administrative Staff Meeting.
- Site visit at La Plaza Storage facility to review space conditions for future Facilities Planning & Construction furniture storage with Purchasing and department staff.
- Site visit at McAllen Foreign Trade Zone facility to review space conditions for future Facilities Planning & Construction furniture storage with Purchasing and department staff.
- TEAMS Meeting with Facilities Operations & Maintenance and Facilities Planning & Construction staff to review Renewal & Replacement Budgets to verify budget savings for possible transfer to District Wide Deferred Maintenance of Roofs and to the Mid Valley Campus South Academic Building H Roof Damage Repair projects.

- District-Wide:
  - District Wide Deferred Maintenance of Roofs-Bi-Weekly construction meetings with architect and contractors.
  - District Wide Deferred Maintenance of Roofs-construction meetings with College staff, architect, and contractors.
  - District Wide Flooring Replacement Phase I-evaluations of construction bid proposals.
  - District Wide Geotechnical and Material Testing-Facilities Planning & Construction staff reviewed proposed vendor fee schedules for On-Call Services.
  - District Wide Stucco Repainting-Garland Representative to review Garland Tuff Wall Coating presentation as an option in lieu of repainting stucco finish.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-Contract Negotiations to review project scope and request fee proposal with architect.
  - Mid Valley Campus Workforce Center Building D Welding Expansion, Automotive Lab Expansion, and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Covered Area-Contract Negotiations Meeting to review project scope and request fee proposal with architect.
  - Mid Valley Campus South Academic Building Interior Demolition-bid opening of construction proposals from contractors.
- Nursing & Allied Health Campus:
  - Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Renovation-Prequalification Conference with Purchasing and interested architects.
  - Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Renovation-received qualifications from four architectural firms for review.
  - Nursing Allied Health Campus Stair Repairs and Replacement-construction bid proposal opening.
- Pecan Campus:
  - Pecan Campus Information Technology Building M Generator Replacement-Construction Coordination Meeting to review construction schedule.
  - Pecan Campus Library Renovations and Expansion-meeting to review temporary locations and 10% construction document comments with Library staff; met to conduct a site visit to review existing building systems with architect and their consultants.
  - 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-meeting with Library and Educational Technologies staff to review temporary locations; meeting with Library and Educational Technologies staff to discuss 10% construction document comments.
- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-Final Walk-Through to verify status of punch list items.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopies for Student/Instructors, Canopy for Vehicles, and Fire Training Area-Project Kick-Off meeting with architect and College staff.
  - Regional Center for Public Safety Excellence Chiller Installation-received construction proposals for the rebid of the project.
  - Regional Center for Public Safety Excellence Re-Bid Chiller Installation-Pre-proposal Conference with Purchasing and interested contractors.
  - Regional Center for Public Safety Excellence Site Improvements & Releveling of Portables-construction proposals bid opening.
- Starr County Campus:
  - Starr County Campus Workforce Center Building D Automotive Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-Contract Negotiations Meeting to review project scope and request fee proposal with architect.

- Technology Campus:
  - Technology Campus Building E Solar Panel Structures-received qualifications from two architectural firms for review.
  - Technology Campus Building E Solar Panel Structures-Pre-qualification Conference with Purchasing and interested architects.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Purchasing Department with evaluations for Request for Proposals.
- Prepared November Coordinated Operations Council meeting backup information.
- 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.
- Reviewed November Board Meeting packet.
- Site visit at Mission Center for Education and Economic Development Building to deliver Request for Proposals packets to interested vendors.
- Updated all fact sheets for all current projects.
- Updated fact sheets for Facilities Meeting backup.
- Worked on Change Orders log for projects over the past 4 years.
- Worked on creating a file to list Change Orders for the past 4 years; worked on Change Order log.
- Worked on December Facilities Committee Meeting draft agenda.
- Worked on draft of December Facilities Committee Meeting agenda and write ups.
- Worked on Facilities Planning & Construction Department's Risk Assessment Plan.
- Worked on November Facilities Committee Meeting agenda and packet.
- Worked on Pecan Building A President's Suite layout.
- Worked on Pecan Building D Conference Room floor plan layout.
- Worked on Pecan Building P Vice President's Suite and Accountability, Risk, & Compliance floor plan layouts.
- Worked on Pecan Building X President's Suite layout.
- Worked on vacant Facilities Planning & Construction Project Manager position.
- Worked with Purchasing for possible leased storage space for stored re-usable furniture.
- District Wide:
  - District Wide Automatic Door Openers-reviewed construction documents and submittals.
  - 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; architect's invoice; and construction drawings.
  - District Wide Deferred Maintenance of Roofs-site visits to verify status of construction progress; reviewed change order proposals.
  - District Wide Stucco Repainting-worked on construction documents.
- Mid Valley Campus:
  - Mid Valley Campus Building D Automotive Lab-uploaded project information on Owner Insite
  - Mid Valley Campus Building D Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Covered Area-uploaded project information on Owner Insite.
  - Mid Valley Campus Building D Welding Expansion-uploaded project information on Owner Insite.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-provided documentation needed for architect to complete a fee proposal; reviewed fee proposal and draft agreement between Owner and Architect.
  - Mid Valley Campus Workforce Center Building D Welding Expansion, Automotive Lab Expansion, and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Covered Area-provided documentation needed for architect to complete a fee proposal; reviewed proposal.

- Nursing and Allied Health Campus:
  - Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Renovation-participated in the evaluations of qualification statements for Architectural Services.
- Pecan Campus:
  - Pecan Campus Library Renovations and Expansion-reviewed updated 10% construction documents drawings and comments.
  - Pecan Campus Library Renovations and Expansion-updated proposed furniture, electrical, and data plans.
  - Pecan Campus Library Renovations and Expansion-worked on review of updated 10% construction documents drawings and sent comments to architect.
- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-performed site visits to verify status of construction progress; worked on November Facilities Meeting documents; worked on architect's fee adjustment report.
  - Pecan Plaza Kinesiology Renovation-received and reviewed closeout documents from contractor.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Additional Chiller Installation-worked on Request for Proposals and newspaper ad.
  - Regional Center for Public Safety Excellence Additional Chiller Installation-worked on power point for Preproposal Conference.
  - Regional Center for Public Safety Excellence Canopies for Student/Instructors, Canopy for Vehicles, and Fire Training Area-coordinated Project Kick-Off meeting with architect and College staff.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operations Course (EVOC) Lighting-worked on documents needed for the solicitation of the Request for Qualifications for Engineering Services.
  - Regional Center for Public Safety Excellence Two Story Residential Fire Training Structure-documents for the solicitation of the Request for Qualifications for Architectural Services.
  - Regional Center for Public Safety Excellence-Skills Pad and Emergency Vehicle Operations Course (EVOC) Lighting-worked on documents needed for the solicitation of the Request for Qualifications for Engineering Services.
- Starr County Campus
  - Starr County Campus Welding Lab Expansion-worked on review of options for revised exterior views of welding lab as provided by architect.
  - Starr County Campus Workforce Center Building D Automotive Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-documentation for architect to complete a fee proposal; reviewed proposal.
  - Starr County Campus Workforce Center Building D Automotive Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-reviewed fee proposal and draft agreement between Owner and Architect.
- Technology Campus
  - Technology Campus Building E Solar Panel Structures-participated in the evaluations of qualification statements for Architectural Services.
  - Technology Campus Welding Lab Expansion Building-developed schedules and presentations for Pre-qualification Conference.
  - Technology Campus-Welding Lab Expansion Building-documents for the solicitation of the Request for Qualifications for Architectural Services.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Behavioral Intervention Team meeting with the Office of Student Rights and Responsibilities.
- Bid Evaluations for Purchase and Installation of LED lights with the Purchasing department.
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.

- Equal Employment Opportunity Commission Case meeting with the Director of Human Resources.
- 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)
- Human Resources Conference with the Employee Relations Officer.
- Kitchen vendors meeting with the Purchasing department.
- Meeting with the Starr Campus Administrator.
- Mid Valley Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- November Board of Trustees meeting.
- Nursing & Allied Health Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- Pecan Campus - Information Technology Building M Generator Replacement - Construction Coordination Meeting with the Facilities Planning and Construction department.
- Pre-Bid Conference for Campus Dining and Food Truck Services with the Director of Purchasing.
- President's Administrative Staff Meeting to provide department updates.
- Proposal Evaluations for Purchase of Portable Air Purifiers with the Director of Purchasing.
- Request for Proposal 21-22-1015 - Re-bid Regional Center for Public Service Excellence Chiller Installation - Pre-proposal Conference with the Facilities Planning and Construction department.
- Request for Proposal 21-22-1015 - Re-Bid Regional Center for Public Safety Excellence Chiller Installation Receiving of Proposals with the Facilities Planning and Construction department.
- Review applicants with the Director of Human Resources.
- Request for Qualifications 21-22-1022 - Dr. Ramiro R. Casso – Nursing & Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion - Pre-Qualification Conference with the Facilities Planning and Construction department.
- Request for Qualifications 21-22-1023- Technology Campus Exterior Solar Panel Structures - Pre-Qualification Conference with the Facilities Planning and Construction department.
- Review of Renewal & Replacement Project Budgets with the Director of Facilities Planning and Construction.
- Sprinkler vendor meeting to address communication issues with the controllers.
- Starr Campus Deferred Maintenance of District Wide Roofs with the Facilities Planning and Construction department.
- Talent and Learning Manager interviews with the Director of Human Resources.
- Vendor presentation with the Facilities Planning and Construction department.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Vacuum pump repairs underway in Building V by vendor.
  - Technology Campus
    - Compressor in Building E has been repaired.
  - District Wide Campuses
    - Annual backflow inspections completed.
    - Annual elevator inspections completed.

- Fire extinguisher inspections scheduled.
- Request for qualifications review for new pest control vendor.
- Poinsettia plants received and distributed.
- Typical pest control issues and equipment rentals.
- Uniform vendor meeting to sample patched for new uniforms.
- Winter break fire inspection schedule has been set.

- Custodial Department:

Duties	Number of Requests
Set-Ups	376
Moves/Relocations	62

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	160	$9,346.08
Electrical	134	$16,479.56
Energy Management	33	$879.91
HVAC	87	$15,479.51
Locksmith	58	$2,274.73
Painting	46	$1,659.08
Plumbing	83	$5,679.88
Plant Services		$5,753.94
Total Cost		**$57,552.69**
General Maintenance	3	
Total Work Orders	**604**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 disinfecting process video with Assistant Director Custodial Support Services.
  - COVID-19 email messages and vaccination clinics with Executive Director of Public Relations and Marketing.
  - COVID-19 response program resources with Executive Director of Public Relations and Marketing.
  - COVID-19 Campus Safety Protocols with Mathematics Program Department Chair.
  - Employee training logistics with Professional Development Manager.
  - Job positions with Director of Human Resources and Public Relations staff.
  - Masks distribution coordination with Director of Centers for Learning Excellence.
  - Vaccination clinics logistics with Facilities Operations and Maintenance staff.
- Insurance and Risk Management:
  - All Hazards Emergency Plan, Security and Safety Audit, and Continuity of Operations Plan (COOP) with Chief of Police.
  - Annual risk assessments with various department heads.
  - Incident Reporting portal with Environmental Health and Safety Manager.
  - Insurance items with Director of Student Activities and Wellness.
  - Multi-hazard procedures for Security and Safety Audit with Chief of Police.
  - Owner-controlled insurance program claim with Insurance Adjuster and Attorney.

- Title IX:
  - Title IX Case Meeting with Title IX Coordinator, Title IX Liaison, and Director of Robert Vela Early College High School.
  - Title IX Case with Title IX Coordinator, Title IX Deputy Coordinator, Title IX Liaison, and Legal Counsel.
  - Title IX Case Status Report with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX outreach with Title IX Coordinator, Title IX Liaison, and Marketing Manager.
- Other:
  - Accountability, Risk, and Compliance Assistant position interviews.
  - Board of Trustees November Meeting.
  - Data storage disks, flash drives, and software application disks with Receiving and Distribution Manager.
  - Departmental staffing inquiries with Director of Human Resources.
  - Finance and Administrative Services Director's Meeting.
  - Finance and Administrative Services Safety Meetings.
  - Policy #4308: Sick Leave Policy and procedures with Finance and Administrative Services Officer and Director of Human Resources.
  - Restricted and Unrestricted Salary Reports with Financial Analyst.
  - Secured shredding invoices with Accounts Payable staff.
  - Space location identification with Director of Facilities Planning and Construction.
  - Weekly huddle meetings with departmental staff.
- Vice President for Finance and Administrative Services:
  - COVID-19 employee training and risk assessment with Vice President for Finance and Administrative Services.
  - COVID-19 employee training with Vice President for Finance and Administrative Services and Director of Human Resources.
  - Employee stipends and Risk Assessments (COVID-19) with Vice President for Finance and Administrative Services, Human Resources staff, and Business Office staff.
  - Hiring process improvement with Vice President for Finance and Administrative Services and Director of Human Resources.
  - Request for proposal on food trucks with Vice President for Finance and Administrative Services and Finance and Administrative Services staff.
- Webinars/Trainings:
  - 2021 Texas Higher Education Law Conference.
  - 2021 Annual Electronic Records Virtual Conference.
  - Human Resources Professionals (HRP) Advisors Webinar: COVID-19 Vaccination and Testing Emergency Temporary Standard.
  - Texas Association of School Boards (TASB) Webinar: Risk Management Fund Cybersecurity Summit 2021.

PROJECTS IN PROGRESS:

- COVID-19:
  - COVID-19 employee training; PowerPoint presentation, disinfecting videos, training logistics on professional development system, video recordings.
  - COVID-19 employee/students weekly dashboard reports, masks holder distributions, daily mask restock for Pecan Campus buildings, weekly email notification.
  - COVID-19 vaccination clinics logistics Pecan and Starr Campuses.
- Insurance:
  - All Hazards Emergency Plan.
  - Annual Departmental Risk Assessments; Vice President Acknowledgment Form, guidance and review.
  - Automobile insurance claim.
  - Communicable Disease Procedures.
  - Incident Reporting Portal; editing and testing.

- Multi-hazard procedures.
- Owner-controlled insurance program claim.
- Pandemic Operations Response Plan.
- Police Reports.
- Property insurance claim for Mid-Valley Campus Building H.
- Reviewed polices for Property Insurance.
- South Texas College Workforce Student Accident Insurance Report.

- Records Management and Retention:
  - Permanent retention records research.
  - Records Management Notification draft.
  - Records Quick Guide updates.
  - Researched transitory information records and retention period for routine correspondence.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board motion template and motion sample.
  - College-wide notification on new policy management program and also on Phase 1 Policies Notification.
  - Peer colleges policy email research.
  - Phase 1 Model policy crosswalk; current policies and model policies.
  - Planning and Development Council and President's Administrative Staff Policy Review Period Notification.
  - Policy approval process via SharePoint.
  - Policy Management Guidelines.
  - Policy Status Matrix.
  - SharePoint website updates; Policy Localization FAQs.
- Title IX:
  - Title IX updates and review:
    - Title IX Case Status Report.
    - Title IX Closed Case List.
    - Title IX Flyer.
    - Title IX Master Case List.
    - Title IX Maxient Cases.
    - Title IX Meeting Case Notes.
    - Title IX Resource Guide.
    - Title IX Sexual Misconduct Quick Resource Card.
    - Title IX Weekly Cabinet Report.
- Other:
  - 2021 Texas Legislative Special Sessions Supplemental Summary.
  - Employee stipends research.
  - Hiring proposal for Accountability, Risk, and Compliance Assistant position.
  - Hiring proposal for vacant department staff position.
  - Job Description Review Matrix; updates and status.
  - Nursing and Allied Health salary and expense assessment.
  - RNSG 2361; compliance assessment, course review.
  - Sick Leave Pool procedures and research.
  - Texas Association of School Boards and South Texas College Job Description Crosswalk.
  - Texas Senate Bill 18 and Texas Education Code Chapter 51.9315; compliance assessment, questionnaire form, test work matrix, email notification.
  - Workflow record retention requests, 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 seven (7) 1295 Forms with the Texas Ethic Commission.

- Attended November Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted one (1) Purchasing Department staff meetings related to the Board approved one-time payment.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Business Office 21st Annual How-To-Session via Teams.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in two (2) pre-qualification conference with Facilities Planning and Construction.
- 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.
- Purchasing and Distribution Services staff completed the One-Time Return to Campus Safely COVID-19 Training.
- Reviewed and negotiated changes to twenty-four (24) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved five hundred twenty-five (525) online Banner requisitions.
  - Created or updated seventy-six (76) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved two hundred sixty-seven (267) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed five hundred seventeen (517) 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.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1021 Mid Valley Campus Bldg 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 Bldg 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
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - 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
    - Request for Proposals: 21-22-1029 Virtual Reality Law Enforcement Training Simulator
    - Request for Proposals: 21-22-1030 Campus Dining and Food Truck Services – II
    - Request for Proposals: 21-22-1031 Purchase of Financial Wellness Student Toolkits
    - Request for Proposals: 21-22-1032 DHSI Awareness Marketing Campaign Services
    - Request for Proposals: 21-22-1033 Purchase of Heavy-Duty Trucks
- Fixed Assets Department:
  - Reviewed all assets purchased since November 30, 2021 as follows:
    - Approved two hundred forty-nine (249) assets.
    - Adjusted ten (10) assets in Banner for the month of November.

- Conducted the monthly inventory spot check for Library Books.

- Receiving Department:
  - Completed fifteen (15) faculty/staff moves in November.
  - Completed six hundred nineteen (619) deliveries (purchase orders and complimentary books) and four thousand seven hundred eighty-two (4,782) packages/boxes.
  - Received and posted four hundred twenty-six (426) purchase orders in Banner.
  - Transferred/relocated twelve thousand one hundred eighty-two (12,182) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed one hundred twenty-three thousand eighty-nine (123,089) copies at the copy center for the month of November.
  - Mailed out a total of seven thousand two hundred sixty (7,260) letters and of those two hundred ninety-five (295) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Academic Excellence - $304.64
    - Financial Aid - $328.94
    - Valley Scholars - $597.10

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 regarding updates to the Title IX Procedures, Title IX Flyers, and Title IX website.
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services and Director of Office of Human Resources to discuss confidential matters related to various Title IX cases.
  - Vice President for Finance and Administrative Services and all other Directors under for Finance and Administrative Services Division to discuss November 2021 Board Meeting and plan for December 2021 Board Meeting and other upcoming Board Meetings and related deadlines.
- Student Affairs and Enrollment Management:
  - 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 enrollment records and related information for specific students relating to Title IX cases.
  - 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.
  - Title IX Committee meetings to discuss reports and ongoing Title IX related cases involving students.
  - Title IX Committee meetings to discuss reports and ongoing cases related to Title IX Pregnancy and Parenting cases.
  - Members of Title IX team to discuss supportive academic measures available to students involved in Title IX cases.
- Title IX and House Bill 1735:
  - Behavior Intervention Team (BIT) to discuss and evaluate student who is involved in potential Title IX case.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Dean of Dual Enrollment to discuss specific Title IX cases involving Dual Enrollment students
  - Director of Accountability, Risk, and Compliance to discuss process for adopting TASB's sexual harassment policies DIAA and FFDA.

- Manager for Accountability, Risk, and Compliance to discuss reporting process at South Texas College.
- Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
- Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
- Public Relations Manager and Accountability, Risk, and Compliance Specialist to discuss Title IX Public Relations projects.
- 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.
- Title IX Committee meeting to review and discuss Title IX Complaint Process Flowchart, updated Title IX Flyer, and Title IX specific reporting form.
- Various South Texas College instructors to discuss reports they have submitted relating to students.
- Various South Texas College employees to discuss reports they have submitted relating to students as well as other employees.
- Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.

- Training(s)/Webinar(s):
  - Association of Title IX Administrators (ATIXA) webinar "Transgender Students in the K-12 Setting".
  - Association of Title IX Administrators (ATIXA) webinar "Preparing and Planning Investigation Reports".
  - Association of Title IX Administrators (ATIXA) webinar "Time with IX: Investigative Strategy and Best Practices".
  - Husch Blackwell LLP webinar "Pregnancy Discrimination.".
  - Office of Professional and Organizational Development Workshop on COVID-19.
  - 212st Annual How-to Session: Online Course, Professional Development Training.
  - Presented Title IX Training to Biology Department.
- Departmental Meetings to discuss the following topics throughout the month:
  - Drafting specific "Report and Incident" Title IX reporting form.
  - Individual potential Title IX reports and cases as needed.
  - Plan for fulfilling SB 212 Quarterly reporting requirements.
  - Office of Institutional Equity budget review.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.

PROJECTS IN PROGRESS:

- Creating, revising, and translating into Spanish 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 Frequently Asked Questions document for Title IX Grievance Process to be posted on Title IX webpage.
- Drafted Five-Point Assessment for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Finalized Title IX Flyer to be displayed on all campuses and approved Spanish translation of same flyer.
- Prepared Five-Point Assessment and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Reviewed and proposed edits to Sexual Harassment Complaint Resolution flowchart.
- Revised and presented to Title IX Committee the quick resource guide for Mandatory Reporters at South Texas College.
- Revised and presented to Title IX Committee the Title IX-specific "Report and Incident" form to strengthen and streamline compliance with Title IX regulations.
- Updated Title IX website.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- <u>Human Resources Information System (HRIS):</u>
  - Attended the Banner Update Group's (BUG's) meeting and when over the system update dates for next year. We also discuss the data governance road map for the college. HRIS requested to be included in the group and be directly involved with the Human Capital Management portion.
  - Attended the bi-weekly Human Resources managers and Vice President of Finance and Administrative Services. HRIS (Human Resources Information Services) informed the vice president on the research for the cloud ERP (Enterprise resource planning) systems.
  - Attended the demo of i2Verify for employment and wage verification solutions.
  - Attended the monthly Human Resources department meeting and provided the state of HRIS (Human Resources Information Services) tasks, processes, and comments.
  - Attended the NEOED HR software company's demonstration for the recruit, the manage and the develop products.

- Attended the Plansoco demo. Plansoco offers collective choices – a digital engagement platform that is customizable to your needs and goals; and a simple – easy-to-understand process to get you started taking advantage of your Employer-Sponsored Plan.
- EverFi Faculty Training assignments were released in October to all faculty. They were due at the beginning of the month. The vice president of Academic Affairs requested an extension and we provided and a 15 days extension.
- Human Resources and Business Office personnel attended the Workday part 1 demonstration.
- Human Resources Information Services (HRIS) team met with the Human Resources administrators and the Payroll team and discuss the process to create the annual CBM8 report. As a result of this discussion, it was decided to meet with the coordinator of compliance of admissions and records to further research the requirements for this report. The same team met with the coordinator on another day and as a result, it was discovered Information Technology (IT) was involved in this process for an unknown reason. A support ticket has been opened to research what process Information Technology performs for this report.
- Human Resources Information Services (HRIS) team met with the Vice President of Finance and Administrative Services and the Director of Human Resources to provide them with the information gathered for the three ERP (Enterprise resource planning) systems. Oracle Cloud, Ellucian Managed cloud, and Workday.
- Met with Ellucian cloud representative to discuss options Banner Cloud offers and to set up a meeting with appropriate Human Capital Management stakeholders.
- Met with Ellucian consultant, Human Resources Payroll and Benefits, Business Office Payroll personnel and trained over the vacation leave changes. The new vacation rules were set up and tested. We had an issue with the fiscal year-end process and opened a support ticket with Ellucian to resolve the issue. The issue was resolved at the end of the month, locally by HRIS and Payroll users and the support ticket with Ellucian was closed.
- Met with the staffing specialist to inform her of the changes requested from PowerSchool for PeopleAdmin support.
- Met with Workday solution consultant and sales representative to prep for the Human Capital Management demo. An agenda was created for the demo.

- <u>Payroll/Compensation:</u>
  - Assisted in conducting HR Payroll Specialist interviews.
  - Assisted in Payroll Testing for Covid-19 one-time payroll payment.
  - Completed the Covid-19 training via self-service.
  - Held meeting with HR/Payroll staff regarding the specifications of the employee eligibility for the one-time payment report prepared for the Business Office.
  - Joined HR/Payroll Department meetings via Teams.
  - Joined Oracle HCM Cloud phone call.
  - Joined two HR meetings regarding the CBM008 reporting specifications, deadline and answered questions regarding additional information on report.
  - Met to review compensation salary setup for various occasions.
  - Met with the Human Resources Staff via Teams
    - Review updates on Department
    - Upcoming Events
  - Met via Teams with Ellucian consultant to discuss changing payroll from Monthly to Semi-Monthly.
  - Met with Employee Relations staff on various occasions to train on TWC earnings verifications for Staff, Faculty and part time employees.
  - Met with I.T. Department via Teams to review PDR feedback.
  - Met with Payroll and Benefits department to review vacation accrual testing and updates.
  - Met with TASB representative to set timetable for upcoming compensation study.
  - Met with HR Director via TEAMS to update on upcoming events for Covid-19 payroll payment.
  - Met with Payroll to discuss the Covid-19 one-time payment list.
  - Prepared a list of 67 custodians' salary reviews that included the following:
    - Year of experience at time of hire
    - Years of experience from the point of hire

    - Years of experience in total
    - Total Compensation as of 9/1/2022
  - Provided detailed training to the temporary HR/Payroll Specialist on the payroll documentation to be filed, payroll Id's, approvals and basic aspects of the documentation organization, funding organizations, position numbers, PeopleAdmin, TCP, JagNet and Banner.
- Staffing:
  - Job description meetings for review and approval with the Director of Human Resources.
  - Job fair attendance at Starr County campus for the Trainer job fairs.
  - Job fair attendance at the Red, White, and You Job Fair hosted by Workforce Solutions.
  - Meeting for the Workday HCM Overview Demo.
  - Meeting with Human Resources Information Services Manager to review submission for PeopleAdmin work order requests.
  - Meeting with new Hiring Manager to train them on creating a hiring proposal.
  - Meetings to review job descriptions for project (compensation study and applicant tracking system).
  - Staff Hiring Manual meeting.
  - Staffing meetings to discuss responses to applications and posting inquiries.
  - Training with Staffing Specialist to review staff position request process.
  - Training with Staffing to review submitting weekly ad and Career website ad.
- Benefits:
  - Americans with Disability Act Training discussion with Rodney Klein.
  - Discussed suggested Sick Leave Policy revisions with FAS Administrative Officer.
  - Discussed with Business Office the upcoming payment to employees.
  - Discussed with Human Resources Director a draft notification of Frequently Asked Questions for new Vacation Policy.
  - Ellucian Training with Ellucian consultant and Business Office to discuss the implementation of the new vacation accruals on Banner system.
  - FAS Division Safety Committee meeting to discuss COVID-19 updates.
  - Human Resources Department meeting to discuss department updates.
  - Implemented setups in test environment with Business Office for special one-time payment.
  - Retirement Engagement Solutions for Texas Community Colleges webinar to discuss solutions that impact recruitment and retention.
  - Second Interview for Human Resources Staffing and Recruiting Manager.
  - Sick Leave Modification meeting to discuss new policy changes for Sick Leave, Sick Leave Donation and Sick Leave Pool.
  - Sick Leave Pool PageBuilder Meeting with Information Technology staff to discuss the implementation of new Sick Leave Pool website.
  - Vacation Accrual testing and implementation with Business Office.
  - Workday demo to view new system.
- Employee Relations (ER):
  - Hosted interviews with candidates for Talent and Learning Manager.
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on Fraud Survey results with Human Resources Administrators.
  - Met on Human Resources related matters with Vice President for Finance and Administrative Services.
  - Met on Jaguar Academy: On-Board for Success Fall 2021 with the Office of Professional Development and Organizational Development.
  - Met on Microsoft Power Point L100 with the Office of Professional 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 SP1627 Employee Relations Officer hiring committee candidate.
  - Met on the discussion of 2021 Texas Higher Education Law Conference hosted by North Texas Community College Consortium.

- Met on the discussion of Behavioral Intervention Team with the Office of Student Rights and Responsibilities.
- Met on the discussion of Civil Rights Investigator Four hosted by The Association of Title IX Administrators for recertification.
- Met on the discussion of Civil Rights Investigator One: Foundations hosted by The Association of Title IX Administrators for recertification.
- Met on the discussion of Collaborative Behavior or Collusion: Investigating the Blurred Lines of Academic Collaboration Among College Students hosted by Assistant Director, Undergrad Admissions of Texas State University and the University of Texas at Austin.
- Met on the discussion of Community College COVID Issues hosted by the President of North Texas Community College Consortium.
- Met on the discussion of COVID Related Legal Issues hosted by the Vice President for Academic Affairs of the University of North Texas, and the Senior Associate General Counsel of the University of North Texas at Dallas.
- Met on the discussion of Diversity at the University hosted by the Texas Woman's University Interactive Theatre Troupe.
- Met on the discussion of Equal Employment Opportunity Commission Case with the Director of Human Resources.
- Met on the discussion of Family Educational Rights and Privacy Act in the Virtual World: What We Have Learned from the Pandemic Intersecting with Family Educational Rights and Privacy Act hosted by the University of North Texas.
- Met on the discussion of Finance and Administrative Services Department Risk Assessments.
- Met on the discussion of First Amendment Primer 20-Minutes-to Trained hosted by The Association of Title IX Administrators regarding Title IX.
- Met on the discussion of Incidents of Sex-Based Harassment or Discrimination Process Mapping.
- Met on the discussion of President's Administrative Staff agenda.
- Met on the discussion of Safety Teams policies and procedures.
- Met on the discussion of student and faculty complaints with Independent School District officials.
- Met on the discussion of Texas Workforce Commission request for earnings reporting with Human Resources Payroll.
- Met on the discussion of the board's agenda with the Director of Human Resources.
- Met on the discussion of Time with IX: Investigative Strategy and Best Practices hosted by The Association of Title IX Administrators regarding Title IX.
- Met on the discussion of upcoming trainings for the department.
- Met on the discussion of Workday Human Capital Management Overview for South Texas College hosted by Workday.
- Met on the pre-disciplinary process with supervisors regarding employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met on Workshop #213967: One-Time Return to Campus Safely COVID-19 Training 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 Dean for Dual Credit Programs and School District Partnerships and Director of Academic Pathways regarding Independent School District Memorandum of Understanding.
- Met with Information Technology Services on the discussion of Employee Handbook updates.

PROJECTS IN PROGRESS:

- <u>Staffing:</u>
  - Audit review of transcripts.

- Meeting with vendors and Human Resources Information Services team to adopt a new Application Tracking System.
- Reviewing and updating Staff Hiring Manual.

- Payroll/Compensation:
  - Participated in the testing payroll for the one-time payment in December.
- Benefits:
  - Americans with Disability Act Training with Rodney Klein communication for January 2022.
  - Assisted in completion of monthly and semimonthly payrolls.
  - Employee Demographic Files entered for Teacher Retirement System Regular Payroll Report.
  - Employee Retirement System Reconciliation Report for the month of October.
  - Implementation and testing completed for new Sick Leave Pool data.
  - Sick Leave, Sick Leave Donation and Sick Leave Pool Policy revisions.
  - Successful implementation of new vacation accrual policy in the Banner system.
  - Teacher Retirement System Employment After Retirement Report completion.
  - Teacher Retirement System Regular Payroll Report completion with Business Office.
  - Training of new Benefits Specialist on leave and Teacher Retirement System reporting.
- 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):
  - ERP (Enterprise resource planning) systems research. Oracle Cloud, Ellucian Managed cloud, and Workday.
  - EverFi Learning.
  - HRIS (Human Resources Information Services) website creation.
  - Human Resources Data Integrity validation project.
  - Human Resources data standardization project.
  - Human Resources reports and analytics automation.
  - Outside employment form automation.
- HRIS Type of Access Provided:
  - Active Directory: 2
  - AppTrack: 0
  - Argos Access: 1
  - Banner: 3
  - Credential Database: 0
  - DFS (Distributed File System): 3
  - FLAC: 0
  - JagNet Forms Management: 0
  - Send As – Email: 0
  - SSN: 0
  - Xtender access: 4
  - *Total Count: 13*
- Systems/Reporting:
  - Visio charts:
    - Published: 1
    - Updated: 2
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 17
    - Resolved: 11

    - Currently Open: 6
  - PeopleAdmin Issues:
    - Assigned: 1
    - Resolved: 2
    - Currently Open: 2
  - EverFi Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0
  - Human Resources Website Updated Main | JagNet:
    - Assigned: 2
    - Resolved: 0
    - Currently Open: 0
- <u>Report Development:</u>
  - Worked on 23 reports this month:
    - 3 – Internal Report Requests
      - ⇒ 1 Human Resources – Director of Human Resources
      - ⇒ 2 Human Resources – Payroll
    - 20 – External Report Requests
      - ⇒ 1 Academic Affairs – Program Chair
      - ⇒ 3 Academic Affairs – Vice President
      - ⇒ 1 Ellucian Consultant
      - ⇒ 1 Faculty Senate
      - ⇒ 4 Finance and Administrative Services – Business Office
      - ⇒ 4 Finance and Administrative Services – Vice President
      - ⇒ 1 Information Technology – Research and Analytical Services
      - ⇒ 5 Office of the President

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	197	51	TWC Claims	17	2
Fingerprints	107	9	Open Records Requests	2	0
DPS Driver Eligibility Checks	33	24			

Staffing/Staffing Support (Staff)	**Count**
Position requests	38
Job Descriptions reviewed and approved	16
Positions posted	39
Positions reposted	3
Positions extended	13
Positions canceled	14
Search committees' forms requested	22
Search committees assigned	43
Hiring proposals reviewed (HR Staffing Review workflow)	23
Job offers	27
New Hire Email Notifications:	
Full-time staff	18

Staffing/Staffing Support (Staff)	Count
Part-time staff DW	11 (DW)
Part-time staff WS	1
Trainers	14
Positions filled	15
PeopleAdmin user updates	5
Advertisements placed (Monitor, Town Crier, etc.)	
Resignations/Terminations (with HR Benefits):	
Full-time staff	16
Part-time staff	5
Notice of Employments:	
Full-time temporary staff	
Part-time staff (WS)	11
Part-time staff (DW)	58
Trainers	38
Temporary Agency Employees:	
Request	
Replacements	1
Assignment Extension	3

Faculty Staffing	Count
Position requests w/job descriptions	3
Positions posted	1
Positions reposted	2
Positions extended	4
Positions canceled	0
Search committees' forms requested	4
Search committees assigned	5
Hiring proposals reviewed (HR Staffing Review workflow)	2
Job offers	2
Review Adjunct/Dual Credit applications	27
New Hire Email Notifications:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	2
Positions filled	1
PeopleAdmin user updates	10
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	2
SOAPCOL	10
PEAFACT	10
Resignations/Terminations	0

Faculty Staffing	Count
SACS Audit Credential Review:	
Faculty	46
Lecturers	0
Adjuncts/Dual Credit	7
Transcripts:	
Requested from Admissions	9
Reviewed in PeopleAdmin	1
Notices (1st, 2nd & Final notice)	12
Extension requests	18
Credentials entered in credential database Faculty/Staff	41
Vacancy Reports completed NOE course and Rate Review	101
Educational Supplements (Review, log, memo, send to payroll and faculty)	3
New hire/re-hire/transfer files (closing onboarding process) track transcripts	59
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	53

Support	Count
Front Desk	
Visitors Assisted	275
E-Verify	
Cases submitted	29
TNC cases	
Form I-9	
Banner entry/updates (PEAEMPL)	44
Name changes	2
Revisions	0
Updated employment authorization documents	1
Emails for expiring documents	0
Applications	
Processed On-Line	322
Processed Paper	56
Postings	
Closed (On-Line)	61
On Boarding	
New Hires	28
Transfers	13
Returning	3
Adjunct	2

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	72
Record Requests: External	15
Records Filed (by page)	278
Files Scanned & Indexed	598
New Hire/Active Personnel Files Prepared	55
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	1
Termed Transcript Files Prepared	1
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	6
WFH - Activity Reports Received and Logged	236
Employment Reference Checks Logged	5
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	1

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	8
Internal Transfers	4
Benefits Credits/Collections	2
TRS ED Records reported	200+
TRS RR Records reported	15
TRS Prior Yrs. of Svc Verifications	24
TexaSaver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	0
Exits	
Full Time	15
Retirees	0
FMLA Requests	
New	8
On-Going Cases	14
Closed	19
FMLA Intermittent Requests	
New	2
On-Going	18
Closed	1
Approved Leave of Absence	
New	1
On-Going	2
Closed	0
Workers Compensation Claims	
New	5

Benefits	**Count**
On-Going Cases	4
Closed	5
Tuition Reimbursement Applications Processed	4
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	123
Dependent	11
Promissory Notes	2
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
Medical Support Orders	0
ERS Changes	5
Vacation Settlement Worksheets	18

Payroll	**Count**
PDR Notifications	196
Direct Deposit Transactions	
Full Time	26
Direct Wage/Work Study/Trainer	18
Resignations	
Full Time	16
Direct Wage/Work Studies	10
Garnishments	49
State Charitable Deductions	80
TXOAG Reporting	38
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	1
Address Changes	2
Form W-4 Changes	33
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	
Forms processed	27
TWC	0
Letters sent	2
Phone Calls	20
Cell Phone Stipends	101
Adjunct Leave Forms	2
NOE	8
Letters of Appointment Rollover and Payroll Verification	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	16

Payroll	Count
Work Study	18
Adjunct	16
Overload	110
FLAC Dual Credit assignments reviewed	159
FLAC entries reviewed and applied	158
Trainers	77
Dual Enrollment	1
Fac. Salary Retro-Pay Adj	1
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	7
Faculty Classification Changes	0
Special Assignments	0
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	5
Staff Special Assignment	2
Large Class Payments	25
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions	
Compensations Worksheets/Updates	
Approvals	25
Hiring Proposals	17
Payroll Worksheets	118
Move Request Updates	19
Monthly Online Department of Labor Employee Count	2,219

Report Development
Internal Reports
• Created various Monarch templates to use for the auditing of the November payroll and test payrolls. • Prepared the report of eligible employees for the one-time payment to be used for the testing payroll.
• Monthly online Department of Labor employee count on the payrolls for November was

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:	DECEMBER 9, 2021
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER 1, 2021 – NOVEMBER 30, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with Precision Track Group, November 1
- Participated in Coordinated Operations Council meeting, November 2
- Met with President Solis regarding STC & UTRGV Collaborative, November 2
- Participated and presented at the Texas Pathways Institute #4, November 3-5
- Attended Data Dashboard Vendor Demonstration, November 8
- Met with UTRGV representatives to discuss Doctoral Degree in Educational Leadership, November 8
- Facilitated meeting regarding Carl Perkins grant, November 9
- Presented (2) program development proposals during EWDC meeting, November 9
- Met to discuss College Bridge with MISD, November 10
- Met with HR on PeopleAdmin hiring workflow, November 15
- Met with OPOD regarding Chair Academy and pending questions, November 16
- Dual Enrollment Roles discussion meeting, November 11/16
- Attended Cabinet Meeting, November 16
- Attended McAllen ISD Partners in Excellence Breakfast, November 17
- Presented during the Dual Credit Programs CTE Summit, November 18
- Facilitated AA Leadership Meeting, November 18
- Attended PDC Meeting, November 19
- Facilitated meeting to discuss Nursing salary supplement, November 23
- Attended Board Meeting, 11/23
- Facilitated Academic Council Meeting, November 29

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating CBE Substantive Change Report
- Developing a procedures manual for CBE
- Coordinating a Process Review of Bachelor Programs recruitment
- Developing a student GUIDE (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities

- Academic Affairs Taskforces
    - Faculty Online Teaching Guidelines
    - ePortfolio Platform
    - Test Proctoring Platform
- 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:

- Update meeting with Guided Pathways Specialist, November 1
- Glowforge Product Demo, November 1
- Coordinated Operations Council Meeting, November 2
- EDA Good Jobs Challenge Grant Application meeting, November 2
- Texas Pathways Institute #4 – Conference, November 3-5
- Met to review EWDC Presentation for Surveying and Geospatial Technology, November 8
- Micro-credentials meeting and update, November 9
- STC Board of Trustees Committee meetings: Presentation for EWDC, November 9
- EDA Good Jobs meeting, November 10
- Pharr Police Department Citizen's Academy – Guest Speaker, November 10
- Veteran's Day Celebration, November 11
- Meeting to discuss Guided Pathways Specialists updates, November 11
- Meeting with Project Manager to discuss CTE presentation and survey for Technology Campus, November 11
- Kenedy Scholarship meeting update, November 11
- Review of Perkins application and preparation for meeting with department chairs, November 15
- Meeting to discuss Cosmetology Program with Dual Credit sites, November 15
- Meeting for Competency-Based Education – SACSCOC prospectus, November 15
- Discussion of facilities usage in Building E, November 15
- Meeting to discuss apprenticeships, November 15
- Discussion of Center for Border Studies, November 16
- College-Wide Curriculum Committee meeting, November 16
- Virtual visit from Edinburg ISD and representative for designing and building a space for the Electrical program, November 17
- Updates from the RCPSE Director and Department Chair for Public Safety, November 17
- Grant Initiation Meeting for MADISSAR, November 17
- CTE Program Events at the Technology Campus, November 17
- Dual Credit Program CTE Summit – Presentation of BPST Division Programs, November 18
- Leadership Meeting with Deans and VPAA, November 18
- Digital Signage walk-through meeting with Educational Technologies, November 18
- RCPSE Canopy for Safety Training Vehicles kick-off meeting, November 19.
- Discussion of new position for Perkins Leadership Grant, November 19
- Planning and Development Council – Presentation for CBE Prospectus, November 19

- RGV Chamber of Commerce gala, November 12
- Law Enforcement's Hero Run, November 20
- Review of the Solar Panels Structure Project, November 22
- Meeting to discuss Robotics Seminar, November 22
- Perkins Basic Workshop, November 22
- Academic Council meeting – CBE presentation, November 29

Project Manager

- Division of BPST and BPST Project Manager Monthly Check In, November 1
    - Planning Perkins Workshops for BPST Programs for FY 21-22
    - PLA Planning for BPST Programs
    - Technology Campus Events
    - BPST Programs Facility Updates
- NAPE update
- Grant Initiation Meeting: Jobs and Education for Texans for AEDT, November 1
- Project: Escrow Credit Automation Meeting (Planning Stage), November 2
- College Connections Counselor Updates, November 3
- Pre-Conference Qualifications for Technology Campus Solar Panels, Exterior, November 3
- Meeting to determine Welding Equipment needed for new CIP projects at Starr and Mid-Valley Campus, November 3
- RGV Leadership Foundation Tournament, November 5
- SOARD Training or Certified Drone Pilots, November 8
- Pharr Police Department Community Police Academy Event, November 10
- Guided Pathway Specialist Monthly Meeting, November 11
- Project Manager Analyst Interviews for Information Technology, November 12
- Discussion of Building E Shipping & Receiving Area, November 15
- Meeting to discuss Apprenticeships, November 15
- Meeting with PR to discuss Technology Campus events, November 17
- Edinburg ISD Meeting to discuss STC Electrical Lab, November 17
- Regional Center for Public Safety Excellence Meeting to for Advisory Board, November 17
- Grant Initiation Meeting MADISSAR (Electrical Program and Culinary Program), November 17
- Discussion of CTE Programs Events with PR, College Connections, and Dual Credit, November 17
- Digital Signage Walk Through with Educational Technologies, November 18
- RGV Leadership Tour: Mission CEED, Texas A&M Visit, Pharr International Bridge, November 19
- Meeting to discuss logistics for CDL Press Conference, November 22
- Planning: Robotics Seminar with AMT, November 22
- Gene HASS Foundation, November 22
- Perkins Basic Workshop #2, November 22
- Discussion Risk Assessment for RCPSE, November 30
- CDL Press conference Meeting #2, November 30
- Discussion of McAllen Leadership, November 30

Director of the Regional Center for Public Safety Excellence

Major Meetings/ Activities:

- Meeting revision of fees for RCPSE training, November 1
- CBP explorer program scheduling a day camp, November 2
- Warranty for Firearms Simulator submitted and received by VERTRA Co. regarding firearms simulator training, November 17
- Meeting regarding RCPSE activities, November 17
- Coordinator of training for Southwest district regarding training at RCPSE, November 17
- Pharr PD upcoming training at RCPSE, November 17
- Meeting Facilities updates on RCPSE projects, November 19

Trainings:

- Law Enforcement Continuing Education training class, November 2
- Monitored L.E.C.E. training class, November 2

- Requested quote for a Mobile Unit for C.E. fire and academy training, November 3

Promoting Upcoming Trainings:

- Request for use of Firearms Simulator for training regarding citizens academy, November 1
- Request by RCPSE for STC P.D regarding the use of their trainer for Firearms Simulator training, November 2
- Contacted federal agency regarding training they provide for FY 2022, November 3
- Contacted outside trainer for Southwest Border area regarding training at RCPSE, November 5
- Received updated information by instructor on upcoming law enforcement training in Dec., November 9
- Contact with federal agency on providing training at RCPSE, November 9
- Contact with telecommunicator class instructor regarding training course material, November 10
- Coordinated law enforcement training with TEEX-Texas A&M Engineering Extension service for Feb., November 10
- Posted training to be provided by TEEX on RCPSE website, November 11
- Distributed training information on upcoming courses at RCPSE to several agency contacts, November 11
- Coordinated additional trainings for FY22, November 12
- Request by police agency to use the Firearms Simulator for training, November 12
- Coordinated training with police agency on the use of firearms simulator at RCPSE, November 15
- Coordinated Trainer for firearm simulator training, November 16
- Contact with STC Internal department regarding training for staff, November 19
- Coordinated with training group regarding training courses at RCPSE, November 22
- Contact with federal agency regarding training at RCPSE, November 23

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended November Council of Chairs Meeting, November 2
- IMAS Christmas Ornament Meeting, November 4
- Assisted in interview process for Faculty Secretary Position, November 5
- Associate Professor attended zoom meeting with RGV Lead, to assist with fundraiser event, November 8
- Associate Professor Teams meeting with BASOL program faculty to work on course map, November 9
- Attended and presented at bi-annual AMT Advisory Committee Meeting, November 9
- Meeting with Cinch Connectivity Solutions, November 9
- Attended T-STEM event for STEM teachers from various school districts, November 9
- Presented curriculum changes at BPST division curriculum committee meeting, November 9
- Instructor attended the AMT Advisory Committee Meeting - downsizing mechatronics, implementing AI, and robotics were discussed, November 9
- Attended and hosted interactive booth at Pecan campus Career Exploration Day, November 11
- Met with coordinators for dual-enrollment STEM program from La Joya ISD to discuss necessary equipment for AMT program implementation, November 11
- Associate Professor volunteered at RGV Lead Fundraising event, November 12
- Attended planning meeting for Technology Campus Building E, November 15
- Instructor - First Robotics Mentor – as a mentor to an all-girls robotics team, supervised a STEM event they held for middle school girls. Lava lamps, egg drops, and other science projects were done with the middle school girls that attended, November 16
- Associate Professor attended RGV Lead Annual Business Meeting Via Zoom, November 16
- Worked on IMAS Christmas ornament designs, November 19
- Electrician Assistant instructor participated in the Food and Blanket drive, November 19
- Attended planning meeting for Robotics Seminar, November 22
- Meeting regarding Gene Haas Foundation student grant, November 22
- Attended meeting regarding Perkins grant representing AMT department, November 22
- Instructor met to plan and discuss upcoming Robotics Seminar – Qty, date, and time were confirmed and logistics were discussed, November 22

Business Administration

- South Texas College hosted the 9th Annual Online (Microsoft Teams) Bi-National Innovation Conference INNO 2021 "The Challenges brought on by COVID-19 pandemic and how to face them, from 9:00am to 5:00 pm. INNO is the bi-national collaborative effort between STC and La Universidad Autonoma de Tamaulipas (U.A.T) in Reynosa, Mexico. The event was open to students and public free of charge. INNO is part of the annual Binational Innovation Conference hosted by South Texas College that will inform the effects of economic impact on consumers. The COVID-19 pandemic has resulted in international shortages around the globe from basic household needs to electronics and automobiles. In addition, this year INNO host an 'Interschool Competition' where 49 interschool students from each participating institution competed for a Technology Prize. South Texas College students came in 2nd place and received an Amazon Fire Tablet, November 10 & 11
- Business Administration Faculty attended the Career Exploration Day at Mid-Valley Campus, November 17
- News Interview - Economics Instructor participated in a news interview as expert in economic topics.

  - Cost of Good Increasing, Experts say high Prices expected well into 2022 (November 11) https://www.krgv.com/news/cost-of-goods-increasing-experts-say-high-prices-expected-well-into-2022
  - People Leaving the Workforce causing Employment numbers to still be low (November 19) https://www.krgv.com/news/los-precios-de-los-productos-incrementan-debida-a-la-inflaci-n-y-cu-l-es-la-recomendaci-n-de-los-expertos

  - RGV economist suggests postponing holiday shopping amid rising prices (November 18) RGV economist suggests postponing holiday shopping amid rising prices | KVEO-TV (valleycentral.com)
- Department Chair met with Special Assistant to the President CE and approved two Accounting Career pathways for Continuing Education: QuickBooks Certification and Tax Preparation, November 18

Culinary Arts

- Attended the Texas Higher Education Law Conference, November 1-3
  - Sessions attended:
    - Higher Education Case Law Update
    - Recent cases and Litigation and Current Issues Affecting Students
    - COVID-19 and Personnel Issues
    - The legal Evolution of DEI, Protected Classes and Disparate Impact
    - FERPA in the virtual world and what we have learned from the pandemic intersecting with FERPA
    - Assessment Issues in COVID times
    - Legal Update on DACA and implications for students
    - Community College COVID issues
    - One Pandemic Later: How SP212 Has Affected Post-Secondary Education
    - Collaborative Behavior or Collusion: Investigation of the Blurred lines of Academic Collaboration
    - Update on 2020 Title IX Regulations
- Presented at the Counselors Update, November 3
- Prepared meal for the Counselors Update, November 3
- Provided Tour of Culinary Arts Area to potential students, November 3
- Proctoring Taskforce Meeting, November 5
- Conducted a Presentation and Demonstration for Human Resources, November 5
- Attended the STJDA annual gala- announced as new board member, November 6
- Planning Session for SaborFest, November 8
- Contact Speakers and completed Speaker Agreements for SaborFest, November 8-17
- Faculty Member attended the Texas Chef's Association Meeting, November 17
- Starfish Taskforce, November 9
- The Cooking Spot: Roasted, November 12

- Gingerbread Train for IMAS tree, November 10-15
- Graduation Q&A, November 16
- College Wide Curriculum Meeting, November 16
- Behavioral Intervention Team (BIT) meeting, November 17
- Grant Initiation Meeting (MADISSAR), November 17
- PDC, November 19
- Perkins Workshop, November 22
- Thanks-for-Giving preparation and distribution, November 18-23
- Gingerbread Village Set-Up, November 20 & 22
- Cooking Spot: Pies and Sides, November 24
- Preparation Meeting and Communication with Presenters for SaborFest, November 29

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

Major meetings:

- Council of Chairs meeting, November 2
- RFQ 21-22-1023 Technology Campus Exterior Solar Panel Structures Pre-Qualification Conference, November 3
- Construction Supervision Program met to discuss fund raising for Thanksgiving and Christmas Activities, November 3
- IMAS Christmas Ornaments Update meeting, November 4
- Ferguson representatives visited Technology Campus and demonstrated new digital tools to students, November 4
- Meeting with IAM and South Texas Builders Alliance, November 4
- HVAC held department meeting, November 5
- HVAC instructors attended meeting with all HART 1407 instructors to discus NCCER, November 5
- Meeting with Director of Learning Outcomes regarding PLO's and CLO's for CBE courses, November 9
- Meeting to discuss Building E - Shipping and Receiving area, November 15
- College-Wide Curriculum Committee Meeting, November 16
- HVAC faculty attended Emerson Compressor Seminar at Tech Campus, November 16
- ECISD CTE South Electrical Lab Equipment at STC meeting, November 17
- Meeting with Roma ISD regarding potential dual credit offerings for the Electrician Technology program, November 19
- PDC November 2021 Meeting, November 19
- Electrician Apprenticeship Program meeting with IAM and Mission ISD, November 30

Major activities:

- Coordinated DBT participation in multiple career fairs, November 1-31
- Assisted in development of CBE prospectus, November 1-31
- Gathered email votes from all DBT advisory committees for new competency-based course modality, November 1-12
- Coordinated the presentation of CBE course modality addition to division curriculum meeting, November 1-12
- Coordinated with IAM and South Texas Builder Alliance regarding Construction education courses, November 1-5
- Coordinated with PSJA ISD regarding HVAC equipment at their campus and future dual enrollment courses, November 1
- Collaborated with BPST Dean on upcoming facility projects at Starr and Mid valley campuses, November 1

- Coordinated the participation of the multiple DBT instructors as Building Responders for the Technology campus, November 1
- Coordinated the participation of DBT faculty in Fall 2021 commencement ceremony, presenting of diplomas, November 2
- Electrician Assistant Program Coordinator and instructor attended Starr Campus Career Fair which had approximately 240 potential students in attendance. Students were very interested in the ELPT program, November 3
- Conducted survey of existing Electrician Technology students on interest in a Line Worker program, November 3

- Coordinated participation of DBT programs in IMAS BPST Christmas Tree decoration, November 4-12
- The Electrician Technology Program's students assisted the McAllen Convention Center for their upcoming event Festival of Lights, November 8-11
- Represented the ELPT program at the Career Exploration Day at Mid-Valley Campus, November 17
- Coordinated space modifications for the Starr County campus Electrician Technology program, November 18
- Assisted in the development of an electrical apprenticeship with IAM and Mission ISD, November 19
- Developed lab resources document of CBE prospectus, November 19
- Completed hiring process for DBT Faculty Secretary, November 22
- Coordinated DBT attendance at commencement ceremony, November 22

Grant Activity:

- Perkins Leadership Meeting with CBE Liaison, November 1
- Began coordination of Perkins Leadership Grant, November 1-31
- Coordinated Micro Grant certifications for the Spring 2022 semester, November 1
- Completed documentation for MADISSAR grant, November 9
- Meeting with Acting Assistant Vice Chancellor of San Jacinto College at the
- CBExchange regarding upcoming Perkins Leadership grant involvement, November 11
- Grant Initiation Meeting: MADISSAR, November 17
- Meeting to discuss Perkins Leadership Grant with BPST Dean, November 19
- Perkins Basic Workshop, November 22
- Approved Call for Presentation for 2022 TACTE Conference, November 29

External visits (site/organizations):

- Attended CBExchange conference, November 8-12
- Students from the ELPT program participated at the McAllen Convention Center to assisted with the electrical displays for the upcoming event Festival of Lights, November 15
- Construction Supervision program visited Esperanza Homes Job Site, November 18
- Construction Supervision and Electrician Assistant programs attend the IDEA College Fair in Rio Grande City November 19

Fire Science

Major Meetings

- Facebook Live for Fire Science Meeting with PR, November 8
- RCPSE Canopy Meeting for Students/Instructors and Fire Training, November 19

Major Activities

- Future Heroes 5K Run/Walk, November 20
- Facebook Live Fire Science Information Session, November 9
- Live Fire Training at Edinburg Fire Training Facility, November 8-12

External Visits

- Fire Truck Social Media Video Shoot at Mission Fire Department, November 4
- Monte Alto ECHS College and Career Fair, November 19

Human Resources and Office Administration

- Attended Mission Collegiate HS, Alton, TX class visit with instructor, November, 1
- Office Administration participated in interviews for "The Blink of an Eye" to promote their program, November 2
- Attended TX SHRM Teams trainings, November 2 & 9
- Starr County faculty attended Career Exploration Day, November 3
- Attended Counselor Update at Pecan Student Union Bldg, November 4
- Attended Faculty Advising Certification training, November 4
- Attended the 2nd Binational Educational Symposium, November 10-11
- Attended the Pecan Campus Career Exploration Day, November 10
- Attended Veteran's Day Event on Pecan Campus, November 11
- Mid Valley faculty attended the Career Exploration Event, November 17
- Attended NISOD Workshop, November 18
- Mid Valley faculty attended the Autumn College & Career Fair, Monte Alto, November 19
- Starr County faculty attended IDEA RGC Program Fair, November 19

- Attended Perkins Grant meeting, November 22
- Attended STC COVID 19 trainings, November 29

Law Enforcement

Major Meetings

- RCPSE Tour/Meeting Prep for CBP Explorers, November 2
- Escrow Credit Automation Meeting, November 2
- November Council of Chairs Meeting, November 2
- IMAS Christmas Ornaments Meeting, November 4
- College Wide Curriculum Meeting, November 16
- Update on RCPSE Activities Meeting, November 17
- RCPSE Safety Canopy for Students/Instructors and Fire Training Meeting, November 19
- Perkins Basic Application Workshop Meeting, November 22
- Faculty Senate Meeting, November 23
- Online Application Non-Credit Students Meeting, November 29
- Risk Assessment Meeting, November 30
- Part-Time Police Academy/Corrections Academy Meeting with HCSO, November 30

Major Activities

- Facebook Live Prep Meeting with PR, November 8
- Pharr Police K9 Presentation at RCPSE Friday November 12
- Law Enforcement Information Session on Facebook Live, November 16
- Pharr Food Bank Turkey Giveaway, November 17
- TABC Presentation for Part-time Academy, November 22
- Future Heroes 5K Run/Walk, November 20

Upcoming events:

- 26th Full-time Police Academy TCOLE State Exam, December 8
- 26th Full-time Police Academy Graduation Ceremony, December 9

Welding

- Welding Faculty worked on a "Steel Door" for the Pharr Police SWAT Team training facility, November 1
- AWS Testing has been in full swing from November 2
- CNC Plasma Clean Up – instructor cleaned the CNC table while planning and preparing to work on the Christmas Ornaments, November 10
- Program Chair participated at the Annual Mercedes CTE Advisory Board Meeting, November 10
- Instructors and students created the ornaments with students in the Fabrication Course, November 12-13
- Lincoln Electric Torch Cutting Competition at the annual event at the Rio Grande Valley livestock showgrounds, November 18
- Instructors participated at the Idea Starr Campus Career Fair, November 19

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Dean led the College's Pathways Team through Institute #4 of the Texas Pathways Project in Dallas, TX, November 2 – 5
- Participated in the first three (of six) sessions of the Essential Leadership Skills for Academic Deans Online Bootcamp, November 4, 11, and 18
- Assisted with search and interview process for the HR Staffing and Recruitment Manager, November 9
- Met with:
    - McAllen ISD representative to discuss potential for piloting the Texas College Bridge program, November 10
    - Facilities and Planning to discuss potential renovation and expansion of the Cooper Center, November 11

- Education Department to discuss continued involvement in the ASCENDer program, November 12

- Completed and submitted final reporting and documentation for the AAC&U Strengthening Guided Pathways Grant, November 16
- Led a working lunch for the Liberal Arts Division Support Staff, November 17
- Completed and submitted the College's Multiple Measures Assessment Action Plan, November 18
- Attended the American Academy of Religion Annual Meeting in San Antonio, TX, November 19 – 24
- Attended the latest visiting artist exhibit and reception at the Pecan Campus Art Studio, November 30

DEPARTMENT/PROGRAM REPORTS:

Art

- Arts Faculty, organized the following events:
  - ***Wednesday Afternoon at the Movies***: An Art film experience every Wednesday during the month of November.
  - ***Take an Art Break***: Faculty were invited every Wednesday to Building Y to come together and work on Art together.

- Mark Greenwalt, Visiting Artist, displayed his artwork, *Synthetic Figures*, throughout the month, and presented an artist lecture on November 30, 2021.
- The Art Department hosted a registration drive in Building B. November 30 – December 1
- Art Faculty participated in the following group and solo exhibitions in November:
  - Held *CLAA Artists' and Writers' Summit and Workshop: Cultivating Compassion for Migrants through Fine Arts and Prose*, November 9 – 10
  - Pharr Memorial Library, *Galleria 121*, November 4 – 30
  - ¡*Tlacuachismo*! 2021 a community art exhibition for opossum-themed artwork expanding from a previous STC exhibit held in 2003 – 2006. October 18 – February 10
  - *Ceramics Exhibition* at Tarrant County Community College Northwest Galleries, November 2021
  - "*Ladders and Walls*," on display at Austin College in the Dennis Gallery of Forster Art Complex, November 2021

- The Art Department assisted the World Languages Department with their Tierra Firme event by coordinating a portion of the artwork for their publication, November 2021

Communications

- On November 17th, the Communication Department held its first-ever Virtual Speech Competition. In total, nine students from four instructors participated in this event. Donations were collected from Communication Department Faculty and Staff to provide prizes for first, second, and third place. Three volunteer judges, including Dr. Dora Saavedra (UTRGV), Ms. Andrea Fuentes (Palo Alto College), and Mr. Joe Martinez (UTRGV), collectively determined the competition results. The winners of this year's competition were:
  - 1st prize: Sofia Salazar-Lozano
  - 2nd prize: Nathan Duncan
  - 3rd prize: Ian Mata

  The Virtual Speech Competition can be viewed in its entirety via the following link: https://youtu.be/5jPG3jQzcFU

English

- Department Chair attended varied English Department Leadership Meetings in addition to:
  - Council of Chairs Meeting, November 9
  - Liberal Arts Chairs Meeting, November 10
  - Chair Academy Meeting, November 12
- English Faculty member helps ENGL 1301 student publish essay on the McAllen Library in November 23rd edition of *The Monitor*.
- English Faculty members, Association of Writers and Writing Programs (AWP) conference panels on working-class literature accepted for Spring 2022: "*The Unseen and Unsaid*" and "*Poverty, Violence, and Redemption*"

History/Philosophy

- History Faculty, organized a "Share the Warmth" drive:

- College News featured article may be viewed at: https://news.southtexascollege.edu/give-warmth-this-winter/

Center of Mexican American Studies

- The Ballet Folklorico South Texas College (BFSTC) presented "Amistades" via Facebook Live, November 7
- The Center hosted, Dave Gutierrez, guest Lecturer on Veteran's Day via Zoom, November 11

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

DIVISION DEAN'S REPORT:

- Attended meeting with MSITB Guided Pathway Specialist and Student Success Specialist, November 1
- Coordinated Operations Council, November 2
- Division Curriculum Committee Meeting, November 4
- InsideTrack meeting for bi-weekly follow up, November 5
- Attended President's Administrative Staff meeting, November 5
- Met with UTRGV and STC College President to discuss Doctoral degree in Education Leadership, November 4
- Interviewed Lab Specialist II for Chemistry Department, November 8
- Attended League for Innovation Conference, November 9
- CBExchange 2021 in Austin, TX, November 10-12
- Spring Division Committee meeting for Spring 2022, November 15
- Attended Meeting with External Evaluator and RAS to review DHSI grant components data, November 15
- BASOL Fall Advisory Committee meeting, November 16
- Manager Training with STC and Inside Track, November 16
- Attended College Wide Curriculum Committee meeting, November 16
- Dual Credit Program CTE Summit, November 18
- Leadership meeting with Vice President for Academic Affairs and Deans, November 18
- Attended new student orientation for Bachelor Programs, November 18
- CWPOD Inside Track Meeting, November 22
- Student Sea Phage Presentation, November 23
- Board meeting, November 23
- Attended TAMU/STC Agreement Kick off Planning, November 29
- Computer Information Technologies CBE Course Development, November 29
- Academic Council meeting, November 29

Project Manager

- Attended meeting with MSITB Guided Pathway Specialist and Student Success Specialist, November 1
- Met with DHSI Coordinator to determine recording methods for InsideTrack participants, November 2, 3
- Attended InsideTrack meeting for bi-weekly follow up, November 5
- Met with Spring Division Meeting committee to plan for Spring 2022 Division Meeting, November 5, 15, 22
- Attended NSF meeting with Project Director, November 8
- Attended Year 2 DHSI Kickoff meeting with DHSI Project Coordinator, November 8
- Met with Grant System Management & Compliance Officer and Financial Manager to discuss STEM Academy budgets, November 10
- Coordinated meetings with InsideTrack
- Communicated with InsideTrack participants on obtaining monthly recordings
- Assisted Cybersecurity with GEER Grant
- Discussed DHSI Data with Project Coordinator and RAS
- Discussed Advisory Committees with IT and Cybersecurity
- Attended DHSI Data Meeting with DHSI Project Coordinator and external evaluator, November 15
- Attended Manager Training with InsideTrack, November 16
- Meeting with RDMC Staff and OER Project Director to discuss Personnel Activity Reports, November 17

- Attended discussion on workforce trainings with InsideTrack, November 18
- Coaching Reinforcement Training with InsideTrack, November 19
- Coordinated quality sessions with InsideTrack participants
- Completed Spring 2022 grant commitment forms and NOEs
- Finalized Infographics for Bachelor Programs
- Worked on marketing materials for MSITB departments
- Attended meeting with OPOD to discuss Professional Development Day and InsideTrack, November 22
- Attended CIT CBE Course Demonstration, November 29
- Met to discuss NSF STEM Scholarships, November 30
- Attended DHSI Grant Year 2 Evaluation Kickoff, November 30

BACHELOR PROGRAMS:

BASOL

- Participated in the IT Risk & Security Interviews, November 1
- e-Portfolio Task Force meeting, November 1
- The New America webinar prep, November 2
- November Council of Chairs meeting, November 2
- Participated in the CBE Course Options meeting with Distance Learning Dean, MSITB Dean, TMGT, CITP, and MHSM Program Chairs, November 3
- Participated in the BASOL IE Plan overview of with IE, November 4
- Facilitated the November Division Curriculum meeting, November 4
- Participated in the Proctoring Taskforce meeting, November 5
- Facilitated the AAWCC Board meeting, November 5
- Participated in the Spring Convocation meeting, November 5, 15, 17, 22
- Participated in the Mapping the Community College Baccalaureate: Policy, Programs, and Institutions Panel with the New America organization, November 9
- Attended and presented at the CBExchange 2021 Conference in Austin, TX, November 8-12
- Participated in the Leadership McAllen Steering Board meeting, November 10
- Facilitated American Association for Women in Community Colleges (AAWCC) Board meeting, November 15
- Facilitated the Fall Advisory Committee Meeting, November 16
- Participated in the College-Wide Curriculum meeting, November 16
- Participated in the McAllen Chamber Ribbon Cutting for CASA, November 17
- Participated in an interview with Hechinger Report for an article on Community Colleges and Baccalaureate degrees, November 17
- Participated in the AAWCC Create a Wreath event, November 17
- Participated in the McAllen Chamber Ribbon Cutting for Pecan Pharmacy, November 18
- Facilitated a New Student Orientation for Bachelor Programs meeting with MSTIB Dean, TMGT, MHSM, and CITP program chairs and Academic Coaches, November 18
- Participated in the McAllen Chamber Monthly Ambassador Meeting, November 19
- Conducted faculty evaluations, November 22, 23, 24
- Participated in the Faculty Senate November meeting, November 23
- Participated in the UTRGV/STC meeting to discuss CBE Application to Nursing programs, November 24

Computer Information Technology/Computer Science

- Attended workshop 210801: Tilting Assignments to Improve Students Success, November 2
- Attended Workshop: Tilting Assignments to Improve Students Success - Part 2, November 2
- Coordinated Operations Council meeting, November 2
  Attended meeting for CBE course options, November 4
- Attended Workshop: 21145-Faculty Focus Session-Ultra Gradebook Interface from a Faculty Perspective, November 4
- Division Curriculum Committee Meeting, November 4
- Attended meeting with Institutional Effectiveness and Assessment Department to second review of IE plans before we close out the 2019-2021 cycle, November 5
- Attended Workshop Title: Respondus Export/ Import Exams and BB Export/ Archive/ Import, November 5

- Meeting "Computer and Information Technologies CBE Course Demonstration, November 29
- Attended "21st Annual How-to Session", November 30
- Meeting Discussion on New Student Orientation November 29

Medical Health Services Management

- Participated in the MS Teams College-Wide Meeting, November 16
- MSITB Division meeting to prepare the spring convocation, November 17
- Participated in the MS TEAMS meeting to redesign the new students' orientation meeting for the spring forward, November 18

Technology Management

- Participated in Career Exploration Day – Starr County Campus, November 2
- Presented at the CHCP Campus at Nolana and Bicentennial in McAllen, November 3
- Participated in the CBExchange 2021 conference in Austin, Texas, November 8 – 12
- Career Exploration Day – Pecan Campus, November 10
- Career Exploration Day – Mid-Valley Campus, November 17
- McAllen ISD Superintendent Advisory Committee, November 18
- Participated at City of McAllen Convention Center Board Meeting, November 22
- CBE Meeting with Dallas Community College, November 23
- CBE Meeting with University of Texas - RGV, November 24
- Participated in the CBE Computer and Information Technologies Demonstration, November 29

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended ePortfolio Task Force, November 1
- Meeting with MSITB Guided Pathway Specialist and Student Success Specialist, November 1
- November Coordinated Operations Council Meeting, November 2
- Attended Workshop #208627: Director of First Impressions, November 4
- November Division Curriculum Committee Meeting, November 4
- Presented Assistant Chairs Meeting, November 5, 26
- Attended GPS Hiring Committee, November 5
- Presented Spring Division Convocation Committee, November 5, 15, 22, 30
- Presented Assistant Chairs Meeting, November 12
- Attended Faculty Advising Committee Meeting, November 12
- ePortfolio Task Force Meeting, November 12
- STEM Guest Speaker Series, November 12
- Attended B2BMED Advisory Committee Annual Meeting, November 15
- College-Wide Curriculum Committee Meeting, November 16
- Workshop #194855: Book Study 3-part series, November 18
- Attended PSJA Memorial Lab Virtual Meeting, November 19
- President's Development Council Meeting, November 19
- Student Phage Presentation, November 23
- TAMU/STC Agreement Kick-off Planning, November 29
- Attended STEM Academy-Scholarships Meeting, November 30
- Attended CBP Agriculture Specialists Information Outreach Meeting, November 30

Chemistry

- Participated in applicant screening for Student Success Specialist, November 30
- Worked with Science Interactive to prepare custom kits for CHEM1411 and CHEM1409, November 22-25
- Completed CyberSecurity Training, November 19
- Met with faculty to review agenda for department meeting, November 19
- Participated in Department Meeting, November 19
- Met with Biology Department Chair to review and prepare agenda items for department meeting, November 18
- Reviewed Science Interactive lab kits and online platform for piloting CHEM1411 and CHEM1409 online classes with supplemental lab kits, November 08-November 19
- Met with perspective PSJA Dual Credit Faculty to review expectations, November 18

- Participated in STC UH COOP Agreement review meeting, November 17
- Attended College-Wide Curriculum Meeting, November 16
- Participated in GPS Interviews November 10 -12
- Attended faculty observation at the PCUC campus, November 9
- Participated in GPS Hiring Committee, November 5
- Attended Proctoring Taskforce virtual meeting, November 5
- Participated in DCF-Re-Interview-Biology virtual meeting, November 5
- Attended November Division Curriculum Committee virtual meeting, November 4
- Faculty observation at the Starr campus, November 4
- Attended TAMU Pharmacy-STC virtual meeting, November 3
- November Coordinated Operations Council virtual meeting, November 2

Science Olympiad

- Worked on schedule, November`15-19
- Started working on logistics and event times, November. 29-Dec.3
- Filled out order form for trophies to be ordered this coming week, November 5
- Attended meeting with Public Relations regarding the promo items and press for the Science Olympiad, November 3
- Followed up on the Coach's Workshop with participants and coordinators that presented, November 1

Information Technology

- Attended Hidalgo ISDs School Board meeting to present on the Rockin' IT event, November 1
- Digital Teaching Symposium, November 5
- Blackboard Collaborate - Beyond Basics Webinar, November 9
- IT faculty attended Career Exploration Day, November 10
- Attended Marketing over Coffee Webex with Cisco Networking Academy, November 11
- Program Chair attended Chair Academy, November 12
- Hosted Rockin IT, November 12
- IT Faculty hosted online Advising & Registration session, November 15, 16
- IT hosted advisory committee meeting, November 18

Mathematics

- Chair attended meeting to review data for taskforce, November 1
- Faculty visited PASS program coordinator to promote TSI Boot Camp, November 2
- Chair attended council of chairs meeting, November 2
- Faculty attended THECB Professional Development check in meeting, November 4
- Attended Faculty Advising Certification Training, November 4
- Faculty attended Division Curriculum Committee meeting, November 4
- Chair attended Placement Assessment, November 5
- Faculty attended Proctoring Taskforce meeting, November 5, 22
- Dual Credit Faculty Interviews, November 5
- Attended Black Board training, November 5
- Faculty attended EquatIO Training, November 8
- TSI Boot Camp Meeting, November 8
- Faculty and staff attended Microsoft PowerPoint workshop, November 9
- Chair attends discussion on College Bridge with MISD, November 10
- Faculty attend Multiple Measure Assessment Convening Follow up, November 11
- GEER grant planning meeting, November 11
- Enlearn monthly meeting, November 11
- Faculty attended Black Board Gradebook workshop, November 12
- Meeting to discuss dual credit interviews, November 12
- Faculty attended UTRGV GEER grant budget review, November 12
- Math 1332 Instructional Committee, November 12
- Chair attended Spring Division meeting, November 15, 22, 29
- Faculty attended Math 100 Instructional Committee, November 15
- Distance Education Committee, November 16

- College-Wide Curriculum Committee meeting, November 16
- Faculty attended Personnel Activity Reports training, November 17
- Attended Math 1414 Instructional Committee, November 17
- Faculty and Staff attended The Productive Online Professor book study, November 18
- November Department Meeting, November 19
- Faculty attended Math 1332 Instructional Committee, November 19
- Chair attended PDC November meeting, November 19

Physical Science

- Attended GPS/SSS Meeting, November 1
- Organized, presented and held Advising Days Event for all STC students, November 2-4
- Attended Chairs Council meeting, November 2
- Division Curriculum Committee meeting, November 4
- Proctoring Task Force meeting, November 5
- Digital Teaching Symposium 2021, November 5
- Attended Proctoring Taskforce meeting, November 5
- Spring Division Convocation Committee, November 5, 15, 22, 30
- GPS Hiring Committee meeting, November 5
- Attended and participated in the "Career Exploration Day" Event, November 3, 10, 17
- Participated in the Critical Minerals workshop, November 8
- Attended Geochemical International Society Members Annual meeting, November 8
- Attended TAMUK Annual Community College update meeting, November 11
- Attended Transfer to UTRGV- Advising for engineering. November 18
- Held and attended Physical sciences & Engineering department meeting. November 19
- Attended PDC meeting, November 19
- Met with the Division Dean to discuss the department matters, November 24

UNIVERSITY RELATIONS:

- Presented to students attending the Advising Days event presented by the Physical Science Department, November 2
- Met with Diana Nguyen from the Conrad N. Hilton College of Hotel and Restaurant Management at the University of Houston about a possible articulation agreement for culinary arts students, November 2
- Met with Dr. Laura Saenz from UTRGV about possible new and revised pathways to degree attainment at UTRGV for South Texas College Students, November 3
- Met with Billie Jo Norton from Bellevue University about the development of potential pathways from STC degrees to degree attainment at Bellevue, November 3
- Participated in a planning session for the Middle Management Institute for the Texas Association of College Admissions Counselors, November 4
- Participated in the November 2021 American Association of Women in Community Colleges Board meeting, November 5
- Participated in the President's Administrative Staff meeting, November 5
- Attended the Competency Based Network's CBExchange Conference, November 9 – November 12
- Attended the Texas Transfer Advisory Council meeting, November 10
- Participated in the Career Exploration Day on the Pecan Campus, November 10
- Participated in the Texas A&M University – Kingsville Engineering Annual Community College Update, November 11
- Participated in a meeting with representatives from Bellevue University and administration from South Texas College, November 11
- Attended the Spring Division Convocation Planning Meeting, November 16
- Participated in the American Association of Women in Community College's Fundraising planning meeting, November 15
- Participated in the Career Exploration Day on the Mid Valley Campus, November 17
- Attended the American Association of Women in Community Colleges November membership meeting, November 17

- Participated in a planning session for the Middle Management Institute for the Texas Association of College Admissions Counselors, November 18
- Attended the Planning and Development Council Meeting, November 19
- Met with representations from the College of Agriculture and Life Sciences at Texas A&M University and South Texas College about kicking off our new partnership, November 29
- Participated in the Academic Council Meeting, November 29
- Attended the 21st Annual How-To Session, November 30
- Attended the Spring Division Convocation Planning Meeting, November 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Accreditation Commission for Education in Nursing (ACEN) 2021 Fall Self-Study Forum, October 31 – November 2
- Attended the Microsoft PowerPoint L100 workshop, November 2
- Participated in the National Commission to Address Racism in Nursing Feedback Summit, November 2
- Followed up on M8 Minimester Session assignments
- Reviewed the ACEN plan of action
- Followed up on Nursing Shortage Reduction Program (NSRP) report
- Met with Faculty Senate representative to discuss salaries and benefits, November 4
- Worked on PowerPoint presentation for upcoming meeting with Workforce Solutions
- Followed up on the implementation of the 2021 Differentiated Essential Competencies (DECs) for Nursing Graduates
- Met with Diagnostic Medical Sonography faculty member, November 5
- Attended the eFaculty of the Year Committee meeting, November 5
- Met with program chair for the Diagnostic Imaging Department (DID), November 5
- Attended the President's Administrative Staff Meeting, November 5
- Attended the 57th Annual Access to Hope Gala, November 6
- Met with Fall 2021 capstone students at the STC Pecan Campus, November 8
- Attended meeting with VPAA and HR director, November 9
- Met with NAH senior administrative assistant to discuss Education and Workforce Development committee meetings, November 9
- Followed up on N11 Minimester Session assignments
- Met with ADN advisor assistant, November 10
- Attended meeting with the chief nursing officer for Mission Regional Medical Center, November 10
- Met with Diagnostic Medical Sonography faculty member, November 10
- Attended the STC Pathfinders Academy Planning Meeting, November 10
- Attended meeting with the director of Academies and High School Projects to discuss the CTE Program Fair at NAH, November 10
- Attended meeting with representatives from La Joya ISD and UTRGV to discuss the La Joya HOSA Conference, November 10
- Worked on and completed the Vector LMS, Higher Education Edition training plan, November 11
- Attended the Veterans Day Ceremony hosted by Student Activities and Wellness, November 11
- Met with NAH project manager to discuss staffing issues, November 11
- Met with NAH guided pathway specialist, November 12
- Attended the ePortfolio Task Force Meeting, November 12
- Met with grant management and compliance officer to discuss NSRP advisors, November 12
- Met with the director of Continuing, Professional, and Workforce Education to discuss concerns, November 15
- Attended the National Commission Education Workgroup Meeting, November 15
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Nursing Faculty Shortage Support Task Force meeting, November 16
- Worked on preparations for the College-Wide Curriculum Committee Meeting

- Attended the College-Wide Curriculum Committee Meeting, November 16
- Attended the Power of Nursing Education to Move Beyond 2020 – 2021 Convention hosted by the Organization of Associate Degree Nursing (OADN), November 17 – November 21
- Attended the Workforce Solutions Healthcare Taskforce Meeting, November 17
- Attended the ACEN Accreditation Meeting, November 17
- Reviewed the 2020 – 2021 Licensure Report provided by Research and Analytical Services
- Attended the Dual Credit Programs CTE Summit, November 18
- Worked on and reviewed the 2021 Prelicensure Annual Report Core Data Survey
- Attended the Philippine Nurses Association of Central Florida (PNACF) Leadership Webinar and General Assembly, November 20
- Worked on the NSRP Application for FY 2022
- Met with program chair for the Physical Therapist Assistant (PTA) Program, November 22
- Attended meeting with the executive director for Resource Development, Management and Compliance to discuss the EDA Good Jobs Challenge Grant, November 23
- Met with the NAH student activities specialist to discuss upcoming plans and events for students, November 23
- Reviewed the notice of funding opportunity for the American Rescue Plan Grant Program
- Worked on sending letters of participation for the American Rescue Plan Grant Program
- Attended the STC Board Meeting, November 23
- Attended meeting with representatives from UTRGV to discuss CBE application to nursing programs, November 24
- Attended the Bachelor of Science in Nursing (BSN) Program orientation, November 29
- Attended the Academic Council Meeting, November 29
- Attended meeting with the executive director for Resource Development, Management and Compliance to discuss the EDA Good Jobs Challenge Grant, November 30
- Attended the Complete Repayment Program Grant Opportunity webinar hosted by THECB, November 30
- Worked on the National Council of State Boards of Nursing (NCSBN) Nursing Education Program Data Survey

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Program chair and faculty members attended the ACEN Conference in Houston. Attendees learned about obtaining and maintaining ACEN accreditation and updated requirements related to ACEN accreditation, November 1 – 2
- Assistant advisor
    - Represented the program at the Career Expo at Starr Campus, November 3
    - Held Dosage and Calculation Math Exams, November 9, 16, & 23
    - Represented the program at the Career Expo at Pecan Campus, November 10
    - Held Traditional and LVN/RN Mandatory Orientation, November 12
    - Represented the program at the Career Expo at Mid-Valley Campus, November 17
    - Represented the program at the IDEA Career Fair in Rio Grande City, November 19
- Level 3 clinical group presented at the Las Palmas Healthcare Center on pneumonia symptoms, treatment, prevention, rehabilitation strategies, and when to seek medical care. Students facilitated a game of bingo to reinforce teaching and distributed prizes and gifts to attendees, November 17
- Program chair and faculty members attended the OADN Conference.
  Attendees received information on NextGen NCLEX testing, encouraging success in students who are struggling the most, having empathy, and the importance of hiring staff that represent the community/different ethnicities, November 18 – 21

- Level 2 MedSurg clinical group did a community presentation on UTI for STC Patient Care Technician students. The presentation included a PowerPoint presentation, educational videos, and engaged attendees through a Kahoot game, November 23

Diagnostic Imaging Department

- RADT Program had a Texas Department of State Health Services (DSHS) inspection and passed with 100% compliance in all areas, November 1
- DMS Program student was recognized as Student of the Week, November 2
- Department chair attended meeting with new NAH program advisor for Introduction to DMS and RADT Program Information Sessions, November 9
- RADT Program student was highlighted in a feature story for National Radiologic Technology Week on the STC website, November 12
- Department chair and DMS faculty members attended the DMS PLO Assessment Plan Meeting with the Learning Outcomes Department, Nov 19.
- Faculty members completed STC Required Online Trainings throughout the month of November
- DMS and RADT Program faculty members contacted new clinical sites in efforts to create additional student placement opportunities for all clinical/practicum sessions
- Department chair and RADT faculty members attended the Spring 2022 Introduction to Radiography Courses Meeting, November 30
- Department chair attend the 21st Annual How-to Session, November 30

Emergency Medical Technology

- Program chair attended the COC Meeting, November 2
- Attended the Caregiver Summit: Caregiving through Hope, Humor, and Peace Webcast, November 4
- Program hosted the Texas A&M Engineering Extension (TEEX) for the Medical Management of Chemical, Biological, Radiological, Nucellar, and Explosive Event (CBRNE). The CBRNE Event is a combination of facilitated discussions, small group exercises, human patient simulator hands-on scenarios, and traditional classroom discussion to our EMT students. This course promotes critical thinking skills while utilizing the Rapid-Care concept, November 10 - 12
- Program chair attended a meeting with Edinburg ISD CTE staff, November 12
- Attended the College-Wide Curriculum Meeting, November 16
- Program chair and faculty members attended the Review of Academic Performance meeting, November 18
- Students participated as mock trauma patients during a two-part trauma and missing child no-notice emergency drill held by South Texas Health System. The scenarios included calling STHS Edinburg Labor and Delivery to ask about the hospital's security, thus alerting suspicion, and being rushed into the STHS McAllen emergency room with signs around their neck detailing their states of injury. One student actor required transportation to STHS Heart for cardiac treatment, testing the coordination among STHS facilities. Various department directors were on standby to assess how nurses, doctors and hospital staff handled the exercises. Upon conclusion, evaluators met to debrief, discussing strengths and areas in need of improvement, November 29

Occupational Therapy Assistant

- National Seating and Mobility presented to first-year students on the different wheelchairs and seating systems they provide to clients. They also taught students how to conduct a measurement assessment to ensure proper wheelchair fit, November 17
- Students attended a presentation by Isacc Perez, 2009 STC OTA graduate and travel trainer for the Austin Capital Metro Transportation System, on how he trains those with special needs on how to access and successfully use the city's transit services, November 18

Physical Therapist Assistant

- Program chair attended the Behavioral Intervention Team Meeting, November 3 & 17
- Faculty member attended a virtual training to learn how to navigate the Visible Body app as a possible learning tool for PTA students to utilize, November 9
- Program chair provided training for new instructor regarding CLO and PLO development, implementation, and reporting, November 9 & 16
- Faculty member attended Blackboard Ultra Training, November 10
- Students and faculty attended the NAH Veteran's Day Ceremony, November 11
- Program chair finalized and submitted the Commission on Accreditation in Physical Therapy Annual Accreditation Report, November 15

- Faculty member completed 20 Physical Therapy CEU hours related to assigned course content, November 17, 19, & 21
- Faculty member, collaborated with Veranda Rehabilitation & Healthcare (Harlingen) for the use of orthotic and prosthetic equipment to provide Level II students hands on practice in the utilization of contemporary assistive devices, November 19
- Faculty members attended part 2 of the Blackboard Ultra Training, November 19
- Program hosted Libby Garza, STC PTA Alum c/o 2010, who provided an interactive presentation on working in an inpatient rehab to Level II students who are preparing for spring Capstone clinical experiences
- Students and faculty celebrated Thanksgiving with a Team PTA luncheon, November 19
- Faculty member attended the Blackboard Ultra Gradebook Training, November 30
- All FT faculty completed the required online HR Compliance Training modules by the November deadline
- All FT faculty completed the One-Time Return to Campus Safely COVID-19 Training. Adjunct and Lab assistants are in the process

Respiratory Therapy

- Department held an Advisory Committee Meeting, November 15

Vocational Nursing

- Faculty members attended the ACEN Conference in Houston, November 1 - 2
- Department participated in the Starr County Career Expo 2021, November 3
- Program chair attended the grand reopening of Presidente Home Health
- Students participated in vaccination clinic held at Starr County Memorial Hosp., November 5
- Students participated vaccination clinic held at Starr County Memorial Hosp. A total of 74 vaccines were administered, November 8
- Department held Monthly Faculty Meeting and Thanksgiving Luncheon, November 10
- Students divided into groups to attend a workshop on How to Prepare for the NCLEX, November 17& 18
- Department participated in the IDEA Career Fair (students grades 6 – 10) in Rio Grande City, November 19

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended a DM&I: Discuss Gartner Survey Results and Roadmap MS TEAMS meeting, November 1
- COC (Coordinated Operations Council). Agenda items: Review and discussion on schematic design for the Starr County campus welding lab expansion project, Review and discussion on priority future facilities projects, Review and discussion on food services vendors, November 2
- Met with Dean from Liberal Arts to discuss Ascender & EDUC 1300, November 9
- Dean attended the rehearsal for EWDC Meeting to discuss program development proposal for Associate of Arts in Early Childhood Education, November 9
- Hosted a Support Staff Luncheon with all Support Staff, November 12
- Attended the Education Department Meeting, November 12
- Meeting with STC Political Science Department and PSJA ECHS Administration, November 15
- Attended MS TEAMS College Wide Curriculum Committee Meeting, November 16
- Attended Dual Credit Program CTE Summit, November 18
- Attended Department of Psychological Science Zoom meeting, November 19
- College Wide Academic Classification Committee meeting for Fall Voting. Aside from voting, additional items related to policy review, November 19
- Attended PDC Meeting
- Was the official starter for the 16th Annual Turkey Trot with over 150 participants. Over the years, the Kinesiology Department accepted over 20,000 pounds of canned food donations. As of 2021, they will no longer be collecting canned goods, however; they will be accepting monetary donations to support the South Texas College Student Food Pantry, November 20

- Held a MS TEAMS Program Chairs meeting. Dean reviewed New and Re-hire Hire Packets, Enrollments, Graduation (December 12th), Promotional Items, MV Child Care Center 15-year anniversary, Mileage reminders, Travel Form (for SBS Division only)
- Attended a MS TEAMS Academic Council Meeting. Agenda items were the relocation offices – mainly President and staff and VP Elizondo's will be moving to 3rd floor, Distant Learning will be relocating. Stipend for COVID Training, Graduation on December 12th at Bert Ogden Arena, Required HR Training and Chain of Command Statement due on master syllabus by December 17th, November 29
- Attended the last Fall 2021 meeting for CDC Oversight Committee Meeting via MS TEAMS, November 30

DEPARTMENT/PROGRAM REPORTS:

Education

- EDUC 2301 in-person class experienced what life is like to have a vision impairment and blindness. The students discovered how to use their other senses really quickly!

- MVC ATPE Education Club, under the leadership of Dr. Lilliana Moreno, had their last club meeting for the Fall 2021 Semester!
- Department Chair participated at the Starr County Career Expo. He had the opportunity to talk to students from Starr County high schools about the Education program. He also answered general admissions and financial aid questions.

- Ascender Program 2021 cohort visited the University of Texas-Rio Grande Valley in Edinburg. Education Department Chair and an English Faculty chaperoned student during the event. Students received a campus tour and UTRGV Welcome Center Representatives answered general admission questions, November 5

- Education Faculty and Librarian with the STC Library, arranged a webinar for all STC students, especially Learning Framework students, focused on the topic of Positive Psychology, a topic addressed in EDUC 1300, students from 8 sections of EDUC 1300 course along with other students from across the college participated in a Webinar via Zoom entitled "Feel Happier: Even in Tough Times" given by Pam Garramone. In her interactive presentation, students learned about Positive Psychology, the Science of Happiness, and how happiness can provide students with the advantages they seek in careers, personal lives, and relationships. Students learned and experienced practical, science-based strategies that increase their productive, joy, happiness, and physical/mental wellbeing. November 4

- Department Chair participated in the 2021 Career Expo at the Pecan Campus. Department Chair had the opportunity to talk to high school students from the McAllen, Mission, and PSJA school districts. He provided information on the associate degrees in Education, transfer tracks, and general admissions and financial aid questions, November 10

- An Education faculty worked with the Director of Student Activities and Wellness, to recruit EDUC 1300 students into a college-wide volunteering project. Specifically, a group of students from 8 EDUC 1300 classes will be volunteering with Student Life for a Keep McAllen Beautiful Project. Students will be involved in a painting project along with litter cleanup at Escandon Park on Uvalde Avenue in McAllen, Texas. The event is specifically for STC students and affords them an opportunity to give back to the community. Additionally, students can count their hours towards their Service-Learning Project in their EDUC 1300 courses, satisfying the course learning outcome of social responsibility Here is the link to the event: https://youtu.be/9pwo_A4cGOU , November 19

- Education Program Chair participated in Weslaco's STC Campus Career Exploration. He had the opportunity to represent the Education Department, talk to students about our programs, transfer tracks, articulation agreements, and general admissions and financial aid questions, November 17

- IDEA RGV in Rio Grande City hosted a Program Fair at the school gymnasium. Over 300 students attended (grades 6th – 10th). The Education Department hosted a table and engaged participants by asking questions about teachers and teaching in exchange for a STC promo item, November 19
- During Week 13 students in EDUC1301 classes practiced engaging Teaching Strategies. Pictured here are students working on Anchor Charts to deliver instruction over a standard of choice.

- Education Instructor and her students, current and former, participated in STC's 16th Annual Turkey Trot. Proceeds ($10 registration fee) go to the STC Student Food Pantry. Students in her EDUC 1300 courses are to contribute 5+ hours to volunteerism. Former students, still volunteer, with no required class expectations, November 20

Political Science

- Continued working on the faculty evaluation process.
- Worked with the Starfish administrator to update the list of Political Science faculty serving as faculty advisors.
- Worked with the scheduling technicians to update the spring 2022 and summer 2022 schedules.
- Communicated with faculty in the History Department about the possibility of offering 'emphasis' sections of US History that emphasize politics, especially presidential politics.
- Monitored enrollment in the M* minimester classes.
- Attended Council of Chairs meeting where we discussed the advising timeline for students, questions about campus designations in the course schedule and other issues.

Psychological Science

- Continued with Faculty evaluations for faculty at the Pecan Campus, November 3
- The 6th Annual Starr County Campus Psychological Science Majors Orientation took place at the South Texas College Starr County Campus Auditorium. The purpose of the orientation was to provide more information about the field of psychological science to those students who attended. The students also learned about career options in psychology, including the detailed requirements in becoming a Licensed Professional Counselor (LPC). Information on scholarships and college resources was also provided. Starr County Campus Psychology Club President also addressed the benefits of joining the club. STC Starr County Campus Administrator Dr. Arturo Montiel and STC Board President Rose Benavidez provided remarks and mentioned how proud they are of the Starr County Campus Psychology Club and of the Department of Psychological Science presence at Starr County Campus, November 4

- The Starr County Campus Psychology Club participated in a social media campaign to bring Down Syndrome Awareness to the community. October was first designated as Down Syndrome Awareness Month in the 1980s and has been recognized every October since. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "Down Syndrome is NOT an illness. Extra Chromosome=Extra Special." This collage was posted on social media by members for community awareness, November 5
- South Texas College's Department of Psychological Science hosted a successful table at Career Exploration Day. Several faculty members participated in activities and sharing of information with the hundreds of local high school students who visited Pecan campus. The department hosted a popular spinning prize wheel and gave away candy, tee shirts and other college gear. There was also a word search puzzle to draw student participation and Psychology career information pieces were shared with many interested students. The two-hour event was extremely well attended and department participation was outstanding, November 10.

- The Psi Beta Chapter at South Texas College held its candlelight induction ceremony to induct new members to the chapter. There were 8 members inducted this semester and 4 members were present. The Psi Beta induction ceremony recognizes the scholastic achievement of students that are majors, have a 3.5 GPA or higher, have completed 12 or more hours of coursework, and have a general interest in Psychology. The ceremony included a keynote address from co-advisor of Psi Beta. Student members were sworn under oath to fulfill the mission of Psi Beta, followed by the presentation of their membership certificate and pin, November 11

- The Starr County Campus Psychology Club participated in a social media collage to honor and appreciate Veterans for Veterans Day. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "Thank You for Serving Our Country and Protecting our Freedom." Members posted this on social media to show the community the importance of being grateful toward Veterans for their service and sacrifice for the benefit of all of us, November 11

- The Starr County Campus Psychology Club participated in a social media collage in honor of World Kindness Day. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "In A World Where You Can Be Anything Be Kind." The world has many people who are envious and evil, so let's practice being nicer and kind instead, where we admire other's success and get happy at other's happiness. Members posted this on social media to show everyone why being kind matters, November 13

- The 6th edition of "Department of Psychological Science: Faculty Profile" was hosted at STC Starr County Campus Auditorium with guest speaker Psychological Science Faculty from the Pecan Campus, elaborated on her educational background, why she chose psychology as her major, her area of interests in psychology, and how she uses psychology in her everyday professional and personal life. The purpose of this event is for Starr County Campus students to meet psychological science faculty from Pecan and Mid-Valley Campuses, November 15
- The Starr County Campus Psychology Club participated in a social media campaign to bring diabetes awareness to the community. National Diabetes Month occurs every November since 1975, according to the American Diabetes Association (ADA), but it wasn't officially recognized until the early 1980s. November 14 is World Diabetes Day. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "You are stronger than diabetes. There will be a cure." Members posted this on social media to bring diabetes awareness to the community as well as hope for the future, November 16

- The Starr County Campus Psychology Club participated in a social media collage in honor of Thanksgiving. Each member that decided to participate took a picture of themselves holding a paper with a word on it that stated what they're grateful for, such as: family, friends, shelter, life, work, music, education, animals, food, and money. It was emphasized that showing gratitude increases happiness and has many other psychological benefits, November 25.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- EPortfolio Task Team work session, November 1
- Presented Distance Learning Updates to the Council of Chairs, November 2
- Represented STC as a working member of the Texas Digital Learning Accessible AV Steering Committee, November 3
- Attended the CBE Exchange Conference, November 8-12
- Distance Learning representative at the BASOL Fall Advisory Committee Meeting, November 16
- Manager Training with DHSI grant, November 16/18
- Inside Track Update Meeting (DHSI Grant), November 19
- Proctoring Task Force Update submitted, November 22
- BASOL Curriculum Update meetings, November 21-30

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 22 students

- Learning Management System (LMS)
    - Batch upload for all Fall 2021 courses and faculty/student enrollments through ILP admin, November 1-30.
    - Updated crosslist sections for Fall 2022 and Banner, open for submission November 17
    - 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/ Spring 2022 courses, November 1-30.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month
        - Blackboard Students/ Faculty Tickets: TBA
        - Helpdesk Phone Calls from DL Staff: 687
        - Social Intent – Distance Learning Chat: 101
        - After-hours Chats and Calls: TBA
        - **Total: 788**
- **Trainings/Workshops/Professional Development**
    - Workshops
        - Student Success Staff participated in PowerPoint Level 100 Workshop, Novemeber 2
        - Student Success Staff facilitated Interactive Reading Strategies Workshop, November 2
        - Instructional Staff facilitated Getting Started with Blackboard Ultra Workshop, November 3, 5, 10, 17, 19
        - Instructional Staff coordinated Faculty Focus Session: Ultra Gradebook Interface from a Faculty Perspective, November 4
        - Student Success Staff participated in Director of First Impressions Workshop, November 4
        - Instructional Staff coordinated Lessons Learned in the Development of OER, November 5
        - Help Desk Staff coordinated Respondus Export/ Import Exams and Blackboard Export/ Archive/ Import, November 5
        - Student Success Staff participated in PowerPoint Level 200 Workshop, November 9
        - Student Success Staff facilitated Test Taking Fundamentals for the Math Department, Novemeber 9
        - Instructional Staff coordinated National Distance Learning Week: TikTok in the Classroom Workshop, Novemebr 10
        - Student Success facilitated National Distance Learning Week: Focusing on Online Student Success, Novemeber 11
        - Instructional Staff coordinated Faculty Focus Session: Using Blackboard Ultra Assessments, November 12
        - Help Desk Staff coordinated Gradebook for Blackboard Ultra Workshop, November 12
        - Student Success Staff participated in Canva Workshop, November 16 & 17
        - Student Success Staff participated in Inside Track Workshop, November 19
        - Instructional Staff coordinated Faculty Focus Session: What are the new Blackboard Updates so far?, November 19
    - Trainings
        - Instructional Staff coordinated
            - Quality Matters: Applying the QM Rubric Training, November 2
            - Facilitated Improving Your Online Course (IYOC) training, November 16
        - Student Success Staff participated in
            - Faculty Advisor Training, November 4
            - College Advising Training Program, November 8 - 10

- The Career Exploration Day, November 10
- Coordinated Student Outreach for Distance Learning Week, November 10

➢ **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising:	89
Telephone/ Text Contacts:	55
Virtual Campus Advising Email:	202
Radius Inquires:	133
Register Students:	6
Enroll Students for BB Orientation:	31
TxDOT Registrations:	6
Social Intents – DL Chat	5
Student Contacts for STC Reminders:	1,116
Academic Coach Sessions:	38
Total:	**1,681**

DISTANCE LEARNING MEETINGS:

- DL Student Success Staff updated orientation, November 1-30
- DL Student Success Staff participated in UTRGV Presentation Meeting, November 19
- DL Instructional and Technology staff participated in Roses, Thorns, and Buds Meeting, November 19
- Held Distance Learning Department Technologies Team meeting, November 3 & 17
- Participated at the Blackboard SDM Demo for STC Meeting, November 3, 10, 17, & 24
- DL Helpdesk Staff participated at the Monthly STC Technologies Support Committee Meeting, November 10

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

DEAN'S REPORT:

- Dual Credit Programs held a meeting with PSJA ISD Administration and STC Mexican American Studies to discuss the offering of an Associate's Degree Pilot in Fall 2022, November 2
- Dual Credit Programs hosted a Success Metrics Workshop with La Joya ISD Administration and Counselors, November 11
- Dean joined STC President and Vice President in meeting with McAllen ISD to expand partnership in CTE Program offerings for dual credit students, November 15
- Dual Credit Programs hosted a Success Metrics Workshop for Mercedes ISD, November 15.
- Dual Credit Programs hosted its Annual Dual Credit Programs CTE Summit with approximately 40 attendees from 12 partnering school districts, November 18
- The following is the Prospective Dual Credit Faculty Application Status:

Spring 2022 Prospective Dual Credit Faculty Applications As of December 6, 2021	
Category	#
Pending Interview	0
Pending Interview Outcome	2
New DCF recommended	13
Not Recommend for Interview	4
Interviewed, Not Recommended for Spring 2022	1
Grand total of Apps Submitted	**25**

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff coordinated and held the following self-registration events:

Date	Academy Program	Campus	Attendance
November 4	DECJA Juniors & Seniors	Pecan (Virtual)	19

November 5	DEMSA Juniors & Seniors	Pecan (Virtual)	40
November 5	All Academy Programs	Pecan (Virtual)	9
November 5	All Academy Programs	Mid-Valley (In-Person)	37

- Staff hosted the following recruitment presentations:

Date	High School	Delivery Method	Attendance
November 2	McAllen ISD	Virtual	70
November 3	Vanguard Mozart Secondary	Virtual	75
November 4	Mission HS	Virtual	3
November 4	La Villa ECHS	In-Person	45
November 5	La Joya HS	In-Person	100
November 5	PSJA ECHS	In-Person	50
November 8	Donna ECHS	In-Person	60
November 9	The Science Academy of South Texas	Virtual	232
November 9	The Science Academy of South Texas (Evening Parent Session)	Virtual	40
November 10	Palmview HS	In-Person	60
November 25	Donna North HS	Virtual	25

- Staff conducted the following Case Management:

Campus	Case Management
Pecan	70
Mid Valley	46
Starr County	3

- Staff held a Friday Workshop for students, November 12:
  - Starr County: Three (3) DEMSA Seniors attended a workshop identifying and applying for scholarships as they prepare to graduate in Spring 2022.
  - Mid Valley: Forty-four (44) Juniors attended a Registration Drive workshop to self-register for Spring 2022 courses.
  - Mid Valley: Thirty-one (31) Seniors attended a Registration Drive workshop to self-register for Spring 2022 courses
- Staff attended a virtual meeting with the University of Texas-San Antonio (UTSA) PREP Central Office new Directors to provide updates, discussion on curriculum, and direction of program, November 10
- Staff attended the Dual Credit Program Summit and provided a CTE Summit Presentation, as well as an overview of the Departments new role and services offered, November 18
- Staff attended a meeting at Roma High School to discuss the development of an Electrician Assistant Program, November 19
- Staff attended DEMSA SEA-PHAGES research presentations, November 24
- Staff attended Sections Not Meeting Minimum Enrollment Meeting with Dual2Degree Department, November 30.
- Staff attended a meeting with Continuing, Professional, and Workforce Education Department, Electrician Program Chair, and Mission CISD CTE Director to discuss Electrician Program offering, November 30

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Staff sent three (3) installation of push communications to students and schools. This communication was intended for students to review their academic performance in light of the upcoming November 12 drop deadline.
- Pathways Staff hosted a session on how to create QR codes for attendees from the Florida NACEP conference.
- Director, Director for Academies and Dean participated in a meeting with the Starfish Administrator to discuss reporting options and opportunities.
- The following Meetings were held and/or attended by Staff:

Meeting Type	School/ISD	DCP Team
PSJA New program introduction of Mexican American Studies	PSJA	Director

Librarian Summit for Dual Credit Librarians	STC	Coordinator
Edcouch/Elsa: Planning Meeting	Edcouch/Elsa	Pecan
Edcouch/Elsa Fast Track – 10th graders	Edcouch/Elsa	Pecan
Presentation for AHSP	La Joya	Starr
Thelma Salinas ECHS leadership meetings	La Joya	Starr
Valley View ECHS Coach Meeting	Valley View	Pecan
Valley View Fast Track	Valley View	Pecan
PSJA Southwest Degree audits	PSJA	Pecan
Status of Mexico School Partnerships	STC	Pecan
Colegio Mexicano Parent Night	Reynosa School	Pecan
Oxford School	Reynosa School	Pecan
Progreso Leadership meeting	Progreso ISD	Mid Valley
Weslaco CTE class of 2023 Missing audits	Weslaco	Mid Valley
Donna North 11 audits	Donna	Mid Valley
Weslaco CTE 9th & 10th grade program presentations	Weslaco	Mid Valley
Valley View Leadership Meeting	Valley View	PECAN
Valley View Fast Track	Valley View	PECAN
La Joya Senior Audits	La Joya	STARR
Rio Grande Prep Fast Track	Rio Grande	STARR
DCP College Readiness Workshop	All-Open	All
La Joya Virtual Metrics Workshop	La Joya	DCP team
Vanguard Rembrandt 11th grade audits	Vanguard	PECAN
Mexico School info Session	Mexico/Reynosa	Pecan
11th Grade group presentation: Donna TSTEM	Donna	Mid Valley
Weslaco East ECHS Fast Track	Weslaco	Mid Valley
Parent Orientation Mercedes ECHS	Mercedes	Mid Valley
Weslaco ECHS District Meeting	Weslaco	Mid Valley
Donna ECHS Fast Track	Donna	Mid Valley
TEA Weslaco HS Leadership Meeting	Weslaco	Mid Valley
Mercedes ISD Success Metrics	Weslaco	Mid Valley
DCP College Readiness Workshop	Open to all	DCP Staff
Weslaco ISD Leadership with internal team	Weslaco	Mid Valley / Director
TEA Leadership meeting w Donna TSTEM	Donna	Mid Valley
CCRSM South Texas Regional Leadership Coach Meeting for IHE	Educate Texas hosted	DCP Staff
Fast Track: PSJA Memorial	PSJA	Pecan
PSJA TSTEM / Sotomayor Presentation	PSJA	Pecan
Valley View Fast Track	Valley View	Pecan
PSJA ECHS Fast Track	PSJA	Pecan
PSJA TSTEM Fast Track	PSJA	Pecan
TEA Rio Prep Leadership meeting	Rio Grande City	STARR
Roma: Meeting to discuss Electrical Certificate	Roma	STARR
Edinburg HS Fast Track	Edinburg	Pecan
Edinburg North Counselor meeting	Edinburg	Pecan
Edcouch/Elsa DegreeWorks training	Edcouch/Elsa	Pecan
Palmview P-TECH business pathway meeting	La Joya	Starr
La Joya TSTEM leadership meeting	La Joya	Starr
PSJA Fast Track	PSJA	Pecan
DCP College Readiness: Ready for Finals	Open to all	All
Mission Collegiate Fast Track	Mission	Pecan
PSJA Southwest Gear up presentation	PSJA	Pecan
Reynosa Schools Information Meeting	Reynosa	Pecan

Mercedes ECA Fall Bridge Orientation	Mercedes	Mid-Valley

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Dual Credit Assistant worked on FLAC Mini-Semester: records locked, acknowledged and uploaded by Human Resources Office.
- Dual Credit Assistant collected the Chair Departments Approvals for the Dual Credit Faculty Fall 2021 Assignments.
- Scheduling and Compliance Manager presented at the College-Wide Curriculum meeting regarding prospectus for two new dual sites, Rio Grande Preparatory ECHS and Donna ECHS. Nov 16.
- Scheduling and Compliance Manager met with Project Manager Inst'l Research and Effectiveness to review course offering for sites not approved for more than 50%, November 29
- Scheduling and Compliance Manager met with Enrollment and Dual Credit staff to discuss procedures to access courses with low enrollment for Spring 2022, November 30
- Scheduling and Compliance staff processed 709 scheduling requests for spring 2022. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections
699	**518**	**244**	**287**	**168**	**1444**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Instructional Coach attended NAPE Grant Meeting, November 1
- Department staff attended Monthly STC Tech Support Committee Meeting, November 10
- Associate Dean and Manager attended logistics meeting for upcoming employee appreciation banquets, November 22
- OPOD Manager met with Prevention and Response Manager to discuss logistics for upcoming COVID virtual training, November 18

ACADEMIES AND TRAININGS:

- Project Manager for Dual Credit Programs facilitated *DELTA Academy*, November 1-30
- OPOD offered *Overcoming the Fear of Public Speaking: 6 Week Virtual Program*, facilitated by outside consultant, November 1-30
- Associate Dean facilitated *Chair Academy*, November 12
- OPOD staff facilitated *Microsoft PowerPoint Level 200* workshop conducted by Microsoft trainer, November 9
- Associate Dean facilitated *Jaguar Academy: Onboard for Success*, November 4 & 11
- OPOD staff facilitated *Microsoft PowerPoint Level 100* workshop conducted by Microsoft trainer, November 2
- Workshop Director of First Impressions was attended by seventy-three participants, facilitated by outside consultant, November 4
- *Power Up: Professional Development System* online live workshop was facilitated by OPOD Manager. Participants get hands on training on how to create workshops and meetings in the Professional Development System, November 5
- Associate Dean facilitated *Elevator Pitch* workshop for Library staff, November 5
- Instructional Coach facilitated *Coffee Collaborative: Understanding and Meeting the Needs of our Student Veterans*, November 9
- OPOD Manager held *Open Labs for Power Up: Professional Development System*, November 16 & 17
- Instructional Coach facilitated *Productive Online Professor Book Study – 3 Part Series*, November 18
- OPOD staff assisted with the facilitation of *Faculty Classification #3: Working Session*, directed by campus faculty member, November 18
- OPOD staff assisted with the facilitation of the *One-time Return to Campus Safely COVID-19 Training*, November 24

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:

- COC Meeting, November 2
- TMGT Meeting, November 2
- President's Administrative Staff Meeting, November 5
- Leadership Meeting, November 18
- PCD Meeting, November 19
- Academic Council Meeting, November 29
- Student Activities hosted various activities:
    - National Nacho Day event, November 4
    - National Game Day event, November 10
    - Veteran's Day Celebration event, November 11
    - Dodgeball Tournament, November 10
    - Pre-Thanksgiving Dessert, November 18
- Nutrition and Fitness classes hosted by HCH & SD for Child Development Center parents, every Friday.
- Evacuation Procedure Training for Custodial Staff, November 9
- Career Exploration Day sponsored by Career Employer Services Department hosted approx. 500 students to a department fair with 48 programs present, November 17

COMMUNITY ENGAGEMENT:

- Met with Janet Terrazas about VITA program to be hosted at Mid Valley Campus Spring 2021, November 2
- Garage Sale at the Museum, Weslaco Museum Event, November 4
- Ribbon Cutting for Ted's Borderland Hardware, November 10
- Weslaco Chamber Board Meeting, November 16
- Weslaco Chamber Awards Banquet, November 17
- Ribbon Cutting for Boots & Jeans, November 18
- All Valley Waste Ribbon Cutting, November 19
- Cash Mob Mercado Weslaco Event, November 22
- RGV TASO Football hosted their Annual End of the Season Banquet for their officials, November 3
- OLLU Representative hosted information table for students, November 4
- UTRGV Representative hosted information table for students, November 4 & 18
- Border Patrol Recruitment Table to provide students with information on job opportunities, November 30

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools:
    - Edcouch-Elsa Sophomores Fast Track, November 5
    - Weslaco East Fast Track, November 9
    - Donna ECHS Fast Track, November 12
    - Edcouch-Elsa ECHS Fast Track, November 18
    - Weslaco 21st Century CTE Fast Track, November 18

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Roma ISD School Board meeting virtual
- Attended RGCCISD School Board Meeting virtual
- Attended monthly Starr County Community Coalition virtual with the mission to keep young people off of drugs & alcohol
- Participated in Starr County Book Club as active member
- Contacted RGCCISD to identify and intervene in student dropout prevention.
- Worked with community stakeholders to promote truck driver training in Starr County through Starr County Campus
- Continued work with PR to highlight campus faculty/staff
- Secured new furniture for C & D buildings to enhance learning environment
- Secured new computers in C-312 for a better learning environment
- Held CPWE hiring event to add more instructors to faculty pool
- Helped College President with campus tour and student audience.
- Continued search for welding facilities during construction expansion in Spring 2022
- Explained protocol to local politicians regarding scheduling events on campus.
- Coordinated award banquet for campus presidential visit
- Coordinated with Facilities Manager to get new display case installed for Math Department

COMMUNITY EVENTS:

- Career Exploration Day November 3
- Vaccination Clinic November 4
- 6th Annual Starr County Campus Psychology Majors Orientation November 4
- CTE Development Training November 8
- Facilities Operations and Maintenance Meeting November 8
- SCIF Tech for America Cafecito Conversation November 9
- Starr County Hiring Event November 9 & 10
- ECHS Fast Track Dual2Degree November 10
- Texas A&M Agrilife Extension Volunteer Recognition Event November 30

ENROLLMENT ACTIVITIES:

- Explored recruiting and enrollment assignments for SSS with Starfish Coordinator.
- Continued discussions with Student Services regarding roles & responsibilities of SSS and GPS for smooth transition for students in academic advising area
- Continued coordinating with Roma ISD to recruit graduating seniors
- Continued work with RGCCISD to recruit graduating seniors
- Meeting with CPWE to begin truck driving program on campus
- Prepared email blast to currently enrolled students to recruit for Spring 2022
- Began pre-enrolling technology students for Spring 2022
- Enrollment for current bachelor program students for Spring 2022.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with the Applications Analyst III to provide us a demo of the scheduling application and the progress that has been made with the customization; this is part of the department's comprehensive plan and IE plan.

- Assisted the Admissions Department with setting up the Core Curriculum identification of Core Areas in Banner in order to display in the printed transcripts for students. This will assist transfer schools in identifying which courses were used to meet the Core Curriculum requirements
- Compiled a course description report for all academic courses and the courses for the Structural Welding certificate at the request of the IE department for the development of prospectuses for two dual credit sites.
- Presented on the proposed AA in Early Childhood and AAS/Certificate in Surveying and Geospatial Technology at the EWDC Committee.
- Attended the Accelerated Credentials Grant Meeting to answer curriculum-related questions and discuss micro-credentialing in collaboration with UTRGV for a grant proposal.
- Emailed pending CV faculty list to the Dean for Dual Credit Programs & School District Partnerships to assist with contacting ISD partners to notify faculty to comply with HB2504.
- Finalized and submitted the recommended course sequences for all academic programs to THECB in compliance with SB25.
- Revised TSI Developmental Plan and sent to the committee members for review.
- Compiled and emailed the Spring 2022 OER Section Report to the Department Chairs/Deans to request review and updates on courses offering OER.
- Compiled enrollment and graduation data for Texas Community Colleges offering a credential in the Surveying and Geospatial Technology discipline, at the request of the EWDC Board Committee.
- Facilitated the November College-Wide Curriculum Committee meeting.
- Attended the Course Leaf User training for the Learning Outcomes team to add the program learning outcomes to each program in the online catalog.
- Attended the Academic Affairs Leadership Meeting to discuss the proposed Chain of Command statement and discuss options of placement in the Concourse Syllabus Management application; worked on a write-up at the request of the VPAA to share with the instructional deans for review.
- Attended Planning and Development Council.
- Provided an updated syllabi compliance report to the Department Chairs; we are at 95% completion, as of November 17.
- Worked on a Prior Learning Assessment presentation in preparation for Academic Council on November 29.
- Attended Academic Council and presented on the Prior Learning Assessment manual, procedures and recent updates.
- Met with the Law Enforcement Department Chair to discuss the submission of Local Needs Courses and review the information that would be submitted to THECB.
- Updated the EMSI job projection and wage data for the proposed Cosmetology program proposal.
- Worked on the HB2223 corequisite report to assist the Admissions Compliance Coordinator with reporting of data to THECB.
- Worked on a write-up to document current program and occupational demand for the Court Reporting industry at the request of the OVPAA.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended the Banner User Group (BUGs) meeting to discuss scheduled downtimes, Banner patches, and the Data Governance initiative.
- Audited the Summer 2022 schedule to ensure 3 and 4 contact hours courses are following the uniform class times.
- Completed Summer 2022 1st Review for 8 departments.
- Audited the Spring 2022 course schedule for internet/hybrid checks, verified census and span flags for minimesters, to ensure the schedule is accurate.
- Began testing the department chair view portion of the new Scheduling application. Gathered feedback from staff and will continue to test all functions

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with HR faculty to provide an overview of PLOs, JagPRIDE data entry, and Concourse alignment.
- Met with Dean of Institutional Research, Dean of BPST, and Construction Program Chair to review and discuss the CBE Prospectus status.
- BSN Program Chair to finalize the PLO Targeted Improvement Plans.
- 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.
- Academic Affairs Project Manager to discuss potential office moves.
- 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.
- Participated in Jaguar Academy: Onboard for Success Fall 2021 professional development workshop.
- Met with Radiologic Technology and Diagnostic Sonography Program Chair to review and discuss PLO Targeted Improvement Plans.
- 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.
- HVAC and Welding Program Chairs to review PLO Curriculum Maps in preparation for the CBE Prospectus.
- Met with ePortfolio Task Force to discuss goals and identify institutional needs.
- MSTIB College-Wide Curriculum Committee representatives to develop targeted Core Objective improvement plans and revise rubrics.
- NAH College-Wide Curriculum Committee representatives to develop targeted Core Objective improvement plans and revise rubrics. A survey was developed for the BPST Division.
- Liberal Arts College-Wide Curriculum Committee representatives to develop targeted Core Objective improvement plans and revise rubrics.
- SBS College-Wide Curriculum Committee representatives to develop targeted Core Objective improvement plans and revise rubrics.
- Met with Liberal Arts Dean, MSITB Dean, and AEDT Program Chair to request faculty volunteers for Core Objectives Project.
- Psychology Program Chair to review and discuss COP Course Success findings and upcoming department meeting.
- Restaurant Management Program Chair to develop PLO Assessment Plan.
- Business Administration to review and discuss PLO Assessment Plans.
- Met with IE to review and discuss EHS Prospectus CLO reporting.
- Participated in President's Administrative Staff Meeting.
- Dean of Institutional Research to review CBE Prospectus, accreditation, and Core Objective Targeted Improvement Plans and rubrics.
- Met with Watermark to review assessment management and ePortfolio options.
- IVPAA to discuss Pecan D106 and G101 moves and furniture relocations.
- Sociology Program Chair to review PLO Assessment Plan revisions.
- Participated in Jaguar Academy Graduation.
- Attended Pecan Campus Veteran's Day Ceremony.
- Facilitated ePortfolio Task Force Meeting to review institutional needs and plan demos.
- Met with OPOD to discuss Dual Credit and Adjunct Faculty break-out session in January. Proposal submitted.
- Human Resources Department to review PLO Assessment Plan and alignment to Concourse.

- BPST Dean to review CBE prospectus for HVAC.
- Participated in Watermark assessment management platform and ePortfolio demo.
- Participated in College-Wide Curriculum Committee Meeting.
- Participated in CourseLeaf training in preparation of adding Program Learning Outcomes to the catalog.
- Participated in Leadership Meeting for division updates.
- Participated in professional development workshop series, The Productive Online Professor.
- Met with History Department to review COP Course Success student survey data and discuss improvement plans.
- Diagnostic Sonography Department to review PLO Assessment Plan and finalize improvement plans.
- Met with Psychology Department to review COP Course Success student survey data and discuss improvement plans.
- Facilitated Core Objective Targeted Improvement Plan Meeting to review and discuss recommendation.
- Participated in Planning and Development Council Meeting.
- Presented Learning Outcome Updates, COP Course Success, and ePortfolio updates at the Academic Council Meeting.
- Completed COVID-19 Employee Training.

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. Cross referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Updated revised plans.
- Academic Affairs Comprehensive Operational Plan: Developed informational presentation with an overview for Biology, History, and Psychology departments with individual data reports. Met with History and Psychology teams to develop improvement plans. Scheduled meeting with Biology team for January 12, 2022.
- 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: Key concepts identified for Critical Thinking and Communication Skills. Additional recommendations needed for Empirical Quantitative Skills.
- ePortfolio Taskforce: Identified Institutional needs and current applications in use. Pending demos.
- Handbook of Operations: Updated
- JagPRIDE Fall 2021: Provided JagPRIDE assistance and training to faculty and program chairs. Updated Mass Activity Inserts for programs with revisions. Shared JagPRIDE informational flyers vis Faculty/Staff News. The data entry deadline in Monday, December 13, 2021. The status of data entry is as follows:
    - Core Objectives: 3% completion
    - Program Learning Outcomes: 6% completion
- JagPRIDE PLO Rewrite: Due to limited staffing, the rewrite project has been postponed.
- Website: Planning the structure and design of each page and needed elements.

Reports:

- Updated 2020-2021 Comprehensive PLO Summary and Targeted Improvement Plan Report.
- Completed 2021-2022 Risk Assessment.
- Completed Early College High School Course Learning Outcome Prospectus Reports.
- Completed Core Objective historical timeline for Faculty Senate.

GRANT & PROJECTS:

- Completed ALC and D106 inventories.
- Met with DHSI Coordinator to assist with Annual Progress Report documentation, expectations, and recommendations for organization.
- Collaborated with Program Chairs and faculty to relocate spring 2022 back to Pecan G101.
- 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.
- Assisted with furniture relocations at Pecan D106 and G101.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Finished mailing out Sponsorship Information Booklets. Submitted November ads to Texas Border Business, Mega Doctor News and SOCIALIFE Magazine. Started having students sign Thank You Cards to mail to sponsors. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $27,900.00
    - In-Kind Donations: $26,000.00
- **Retention** – Assisted students with degree plans and preparing for graduation/transferring.
- **Meetings** – Held the Valley Scholars Officer monthly meeting on Thursday, Nov. 4th at 1:00pm. Held the Valley Scholars General Meeting on Friday, Nov. 5th at 12:00pm.
- **Volunteer**- Students volunteered at the Starr Campus Career Exploration Day Wednesday, on Nov. 3rd. Students volunteered at the Pecan Campus Career Exploration Day on Wednesday, Nov. 10th at 9:00am. Students volunteered at the Mid- Valley Campus- Career Exploration Day on Wednesday, Nov. 17th at 9:00am.
- **Administrative –** Coordinator attended and presented at the Counselors Update on Nov.3rd at 10:30am. Coordinator attended the Academic Council meeting on Monday, Nov. 29th at 2:00pm via Teams.

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 Thursday, Nov. 4th at 4:00pm via Teams
- **Meetings** –. Held weekly officer meetings every Sunday at 3:00pm via Teams to work on College Project and Honors in Action Project. Met with the officer team and Starfish Coordinator to develop starfish commercial ideas on Wednesday, Nov. 10th at 5:00pm. Coordinator and Student Officers attended the District V meeting on Saturday, Nov. 13th at 10:00am. Held the PTK Induction Ceremony on Tuesday, Nov. 16th at 6:00pm via Teams. Held PTK monthly meeting on Nov. 18th at 4:30pm via Teams.
- **Volunteer**- Students volunteered at the Starr Campus Career Exploration Day Wednesday, on Nov. 3rd. Students volunteered at the Pecan Campus Career Exploration Day on Wednesday, Nov. 10th at 9:00am. Students volunteered at the Mid- Valley Campus- Career Exploration Day on Wednesday, Nov. 17th at 9:00am.

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 Starr Campus Career Exploration Day Wednesday, on Nov. 3rd. Students volunteered at the Pecan Campus Career Exploration Day on Wednesday, Nov. 10th at 9:00am. Students volunteered at the Mid- Valley Campus- Career Exploration Day on Wednesday, Nov. 17th at 9:00am.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Starfish & QEP collaboration meeting for PDC Presentation Planning, November 2
- EAB Connected National Conference for Student Success, November 3-4-5
- Digital Teaching Symposia, November 5
- DHSI Year 2 Kick Off, Objective Evaluation, November 8
- Workshop # 193540 Coffee Collaborate, November 9
- Met with Chair for discussions on Faculty Advisors, November 10
- Workshop #211990, National Distance Learning Week, November 11

- Monthly EAB meeting Account Representative, November 11
- Met with IT for technical Starfish discussions, November 12
- Met with Starr Campus Admin for Starfish Q&A, November 15
- DHSI Data Meeting for Year 2 Objectives, November 15
- Starfish & QEP Collaboration Meeting, November 17
- PDC November 2021 Meeting, Presenter, November 19
- DHSI Video Campaign Asset Review, November 29
- Academic Council Meeting, November 29
- Workshop # 213602, How to session, November 30
- DHSI Grant Year 2 External Evaluator Meeting, November 30
- Dual Credit Semester Evaluation Data and Spring 2022 Objectives, November 30

PROJECTS:

- Starfish Taskforce Fall 2021: Updates, Directions, & Project Advancement
- Completed Creation of service portal for Transfer Program
- DHSI Year 2 Campaign Awareness for Starfish Technology, Student focus group collaboration ideas
- Starfish reporting and ROI Series
- Starfish Texting Configuration Intensive Cohort Training
- Roles and Relationship Optimization Project Fall 2021
- Starfish Training Handbook development for GPS & Faculty Advisor roles with defined activities, flow charts for tracking items, and closing the loop documentation

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

Potential Grants

- Reviewed emails from Drama Department and RDMC regarding the **NEH Media Grant**. Met with RDMC Grant Development Officer to discuss status and request to be included in future meetings and webinars for the grant. Met with Grant Development Officer to discuss NEH Grant planning for Drama program.
- Met with RDMC, Dean for BPST, and others to review and discuss EDA Good Jobs Challenge Grant. Participated in the Good Jobs webinar. Met with RDMC, Dean for BPST, and others to discuss the grant opportunity; reviewed and responded to various emails. Participated in various webinars regarding the grant and possible collaborations with EDCs and other higher education partners.

New Grants Awarded:

- Jobs and Education for Texans grant initiation meeting to support BPST/Construction Supervision.

Existing Grants:

- Perkins Basic – worked on developing questions for Comprehensive Local Needs Assessment (CLNA); plan for spring advisory committee/stakeholder meeting to collect additional information for CLNA revision. Reviewed Inventory & Disposition spreadsheet. Met with AA Project Manager to review and discuss Gantt Chart for Major Projects. Presented Advisory Committee Meetings guidelines and information at November Council of Chairs (CoC) Meeting. Provided guidelines, checklist, and audit outcomes at the CoC meeting. Reviewed/audited Advisory Committee meeting minutes received to date; reviewed revisions for potential CLNA survey questions. Met with VPAA to discuss Carl Perkins progress, CLNA Survey, and review calendar/Gantt chart. Met with Project Manager to discuss and plan for CLNA amendments. Worked on CLNA narrative – to develop strategy for amending for new Perkins funding year. Requested contact information for all advisory committee members from each of the divisions. The information will be used to send out Advisory Committee Member surveys to collect data for the upcoming CLNA amendment. Reviewed survey draft received from the RAS Department. Traveled to Technology Campus twice for a Perkins planning meeting (for FY23 funding). Worked on editing the Advisory Committee member survey; the survey was emailed to members on Wednesday, November 17th. As of Friday, November 19th, there were 57 responses. Worked on developing a CLNA Guide for upcoming Perkins required amendment; the guide will be sent to the Deans, Program Managers on Monday along with the original

THECB approved CLNA Narrative. Sent out Guide and information for updating CLNA narrative to plan for FY23 Perkins application.

- Perkins Leadership Grant – participated in grant initiation and implementation meeting.
- RAND Grant – reviewed various NOEs for accuracy; delivered NOEs to OVPAA for review and approval.
- OER Grant – reviewed various NOEs received for accuracy; submitted to OVPAA for review and approval. Reviewed emails from Grant Accounting, RDMC and Library Services regarding the Personnel Activity Report for the grant In-Kind requirement. Reviewed various emails regarding NOEs. Called RDMC compliance officer to discuss NOE for Boot Camp. Reviewed various NOEs in preparation for Spring 2022 special assignments.
- STARTREC Project Grant (a Subaward from UTRGV) – reviewed various emails regarding the grant award the documentation provided by UTRGV.
- Open Educational Resources Grant – reviewed various emails from RDMC Compliance Officer regarding reporting template.
- NSRP Grant – reviewed email regarding NSRP Under 70 – October Report (budget and expenditure worksheet).
    - Reviewed email for Coordinating Board regarding updates for over and under 70 Programs, which will be phased out in Spring 2022.
- MADISSAR Grant – Participated in initiation meeting.
- Kenedy Foundation (Scholarship)
    - Reviewed emails between RDMC and Dean for BPST regarding Onsite Visit scheduled for November 5th.
    - Contacted RDMC to ask if I needed to attend the meeting; they mentioned that the Executive Director and Compliance Officer would be the only ones meeting with the Kenedy representative.

INITIATIVES:

- Worked on the DegreeWorks Progress Report for fall 2021. Reviewed and responded to QEP Director's request for Fall 2020 and Spring 2021 DPR reports. All reports, including fall 2021, were sent to the QEP Director.
- Participated in the CBESt *Update: COVID's impact on Texas Employment* webinar.
- Participated in WFS Healthcare Taskforce Meeting to discuss and develop strategies to address Nursing Shortages in our region.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Continued updating STC Workforce Programs Aligned with Industry Certifications booklet
- Distributed 2020-2021 Faculty Spotlight
- Finalized PowerPoint presentations and Narratives for November EWD Committee Meeting
    - Program Proposals
        - AA in Early Childhood Education
        - Certificate and AAS in Surveying and Geospatial Technology
- Finalized draft PowerPoint presentations for December EWD Committee Meeting
    - Division of Business, Public Safety, and Technology
    - Division of Nursing and Allied Health
- Coordinated and submitted list of programs for PR & Marketing to promote in coming months
- Coordinated and finalized the following bi-fold brochures and booklet
    - Continuing Education and Workforce Training provided in La Joya
    - STC Programs and Degrees
    - STC Workforce Programs Aligned with Industry Certifications
- Created digital version of stakeholder survey for CTE Summit
- Designed PLA PowerPoint presentation for Academic Council Meeting
- Finalized PowerPoint presentation for CTE Summit
- Provided suggested edits for articulation agreement with University of Maryland Global Campus
- Continued coordinating booklet featuring NAH Programs
- Continued coordinating STC & UTRGV Collaborative Leadership Meeting
- Continued working on additions and revisions to CBE Manual

- Coordinated modifications to several Academic Affairs documents on the STC webpage
- Finalized agenda and OneDrive files for Academic Council Meeting
- Provided template for Faculty Senate PowerPoint presentation
- Updated Faculty Spotlight PowerPoint presentation for December Board Meeting
- Reviewed, revised, and submitted OVPAA Monthly Activity Report

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Finalizing edits to FLAC End User Manual
    - Finalizing FLAC Calendar for Spring 2022
    - Continue working on FLAC Calendar for Summer 2022
    - Continue working with BO and HR on FLAC Payroll Dates for Spring and Summer 2022
    - PEPFLAC for contract types: OV, 45, DC, and PS contracts
    - PEPFLAC for part of term: D1, D4, K2, M3, M7, M8, and N11
    - Total jobs to be uploaded for compensation: 198
- 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: Building D Automotive Lab Expansion
    - Mid Valley/Starr County Campus: Building D HVACR Classroom/Outdoor Covered Area
    - Mid Valley/Starr County Campus: Building D Welding Lab Expansion
    - NAH Campus: Building A Occupational Therapy Kitchen Lab Expansion
    - Pecan Campus: Building A Distance Learning Department Relocation
    - Pecan Campus: Building D-106 Training Room to Office Conversion
    - Pecan Campus: Building P 3rd Floor- Classroom/Lab to Office Conversion
    - 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 and D104
- Finalized moving furniture from PCN D-106 to Kinesiology
- Finalized moving furniture from PCN D-106 to PCN G-101
- Continue working on updating Grade Appeal Procedures
- Continue summarizing information pertaining to Student Complaint submitted via portal
- Continue working on creating SharePoint Page for Academic Initiatives
- Continue working on Important Dates Template for Academic Affairs SharePoint Site
- Continue working on Quick Tips page for Grant Inventory
- Finalized faculty names for Master of Ceremony(s) and Name Readers for December 2021 Commencement Ceremony
- Created workflows to relocate computer lab furniture in PCN P due to conversion for staff offices

DESIGN WORK:

- Created 2020- 2021 Faculty Spotlight email icon
- Continued working on STC to UTRGV Collaborative Update booklet
- Worked on designing Faculty Advisor icon for Starfish
- Worked on Spring 2021 Adjunct and Dual Credit Faculty Professional Development Day booklet artwork
- Began assisting with La Joya Continuing Education Course Offerings 2-Fold flyer
- Continues working on A Night with the Stars event marketing materials
    - “Thank You” cards
    - Thank You Sponsors” ad for SociaLife Magazine’s November publication
    - Texas Border Business and Mega Doctor News 2-page editorials for December publication
- Worked on Office Administration Program flyers
    - Office Specialist 2-fold flyer

    - Legal Office Specialist 2-fold flyer
    - Administrative Office Assistant 2-fold flyer
    - Office Administration Programs single-fold flyer
- Continued working marketing material designs for 2022 National Summit for Dual Credit Programs
    - NSDCP co-branded logo sets for print on beach mats
    - Name badge designs
    - Event Program/Booklet artwork
    - Revised Co-Branded logo and updated all event promotional artwork for print and web
- Continued working on South Texas College Programs and Degrees 2-fold flyer
- Continued working on Academic Affairs Divisions' Graduation banners with vendor to make final color revisions for production of large-scale banners
- Continued working on 2021-2022 Nursing and Allied Health Programs 2-fold flyer

MEETINGS:

- Attended Coordinated Operations Council Meeting, November 2
- Met with Starr County Campus Administrator and FPC Space Management Specialist to discuss furniture request, November 2
- Met with Dual Credit Programs regarding CTE Summit presentation and materials, November 8
- Attended EWD Committee Meeting, November 9
- Met with IVPAA and AIPO to discuss Carl Perkins Gantt Chart and next steps, November 9
- Met with Executive AA and Faculty Secretary to discuss takeover process procedures for FLAC and NOEs, November 10
- Attended virtual Search Committee meeting, November 10
- Met with President, Creative Services Manager, and SAEM Team to discuss December Commencement logistics, November 11
- Met with AIPO to discuss CLNA Planning, November 12
- Met with Grant Management and Compliance Officer to discuss Inventory Spreadsheet, November 12
- Attended virtual meeting to review and discuss Title IX Student Cases, November 12
- Attended virtual Search Committee meeting, November 15
- Attended meeting to discuss PLA presentation for Academic Council, November 15
- Met with ET and OPOD to discuss software options digital stakeholder survey, November 16
- Attended virtual Leadership meeting, November 18
- Attended Academic Council Meeting via Teams, November 29
- Attended virtual meeting with BPST Dean, Information Technology PM, Professional & Workforce Education Director, Law Enforcement Chair, and Industry Training & Economic Development Associate Dean to discuss online application for non-credit students, November 29
- Met with Receiving & Distribution Manager, Space Management Specialist, and Computer Services Analyst II, to discuss movement of classroom and computer lab furniture due to the conversion to staff offices, November 30

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: DECEMBER 1, 2021

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

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module, as well as, an upgrade to the Oracle database. The Payroll Distribution Report and Sick Leave Pool were the first set of Banner 9 self-service apps to go live in the month of October. The new upgraded Student Obligation Acknowledgments will be next and they are expected to go live in March. The Team also began converting the Financial Managers Handbook, HR Appointment Letters, and Faculty Notices. Additional apps will continue to be converted through the rest of the year and all forms are 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 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 Apps Dev Team continues to work on the next phase of this project 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 students to transfer course work. The STC Team has reached out to 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 continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and TJC; no issues have been encountered. At the same time, the IT Team continues working on the configuration specifications for the Banner servers and application environment along with the other server dependencies. In addition, the IT Team is researching the technology/processes that would allow to streamline and improve the Banner server replication to TJC since the current process is manual.

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 which fueling

services have proven to be unreliable in bad weather conditions. The installation of the new generator is now scheduled for February 2022. There will be a complete data center shutdown on December 20th in order to prepare the electrical wiring for the new generator. A temporary generator will be in place while the removal and replacement of the generator is completed.

VIRTUALIZATION PHASE II

The IT Team continues to work in the second phase of the virtualization project which will allow students to use virtual software applications from any computer in the district. They are currently coordinating with Open Labs the deployment of virtual applications by testing the virtual images and grouping virtual applications-based software use and student classification. For example, virtual applications for NAH students will be grouped in one container/folder and the virtual applications for Technology students in another container.

The IT Team continues to monitor the current virtual environment being used by the Engineering cohort of students; no issues have been reported. The IT Team will coordinate with the Engineering Department in preparation for the 2022 Spring semester.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENICATION

- Renewing DUO license and increasing license numbers to accommodate students for accesses specialty software from home using VDI. Those students will need MFA to connect from home into South Texas College network.
- 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.
- National Cybersecurity Awareness Month (NCAM)
- 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 Risk Management.
- Performed a health check to our vulnerability scanning solution with vendor.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Finalizing some follow-up from the two audits conducted by Carr Riggs & Ingram (CRI).
- Working with Sterling to get a Scope-of-Work for a pen-test. Currently they provided a assessment to gather more information about IPs and applications.
- Developing the Cybersecurity Awareness Month, theme and schedule, each week a general email will be sent out to all faculty and staff.
- Performed two 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

- Substantive Change Prospectus: Preparatory ECHS – Prepared draft, completed evidence and pending budget revisions.
- CBE SACSCOC Prospectus – Made revisions and prepared presentation to PDC meeting.

MEETINGS / TRAININGS

- IRESP Administrators Meeting – Discussed weekly activities and prospective projects.
- President's Administrative Staff Meeting.
- Data Summit – Met with OPOD to discuss directions for 2022 Data Summit.
- Strategic Planning 2021 Biennium Update – Proceeded with recommended changes, pending VP's review and feedback to finalize.
- Planning and Development Council Meeting.
- IRESP Staff Meeting.
- Citi Training Certification – Completed module.
- OPOD Training.
- College-Wide Curriculum Committee Meeting.
- PDC Meeting.

PROJECTS

- QEP Status Update with Dr. Garcia and Mrs. Perales.
- Data & Planning Academy.
- Evaluation for the HS Equivalency Program – Translated the evaluation for the high school equivalency program to Spanish.
- HEP Grant Evaluation – Developed and launched survey.
- Strategic Planning 2021 Biennium Update – In the process of VP's feedback to finalize.
- Notification for Beethoven Academy – Delivered letter to SACSCOC.
- SACSCOC Annual Meeting – Prepared two presentations to deliver at the annual meeting.
- Data Dashboards – Provided demo to VP and staff.
- Data Management & Integrity Committee – Discussed Gartner's survey results.

MISCELLANEOUS

- Institutional Review Board – Revision of two studies. New form approved and ready.
- Submitted each IRE weekly report for November to the VP of ISPP&SI.
- Submitted the monthly IRE report to the VP of ISPP&SI.

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report.
- 2021-2023
    - Rubric templates report – Writing notes for different divisions.
    - Updating tracking status report.

    - Review cycle IE plans.
- 2019-2021
    - IE cycle - IE plan progress tracking.
    - IE cycle HTML errors.
    - Review cycle IE plans.
- Support for Program-based Accreditation (Re-accreditation) – Change of date for an on-site visit for accreditation of Pharmacy Technology.
- SACSCOC Ongoing Activities – Exploring agency requirements on various issues.
- IE Reports Data Support – Provided information to the Kinesiology department, as per request.
- Comprehensive Operational Plans – Completed and reviewed the status report.

MEETINGS / TRAININGS

- One-Time Return to Campus Safely COVID-19 Training.
- Data Management & Integrity Committee - Reviewed the analysis of STC's data maturity level as per Gartner, with recommended next steps.
- QEP Follow-up
    - Discussed a presentation for the PDC meeting
    - Review the QEP data on the data portal.
    - Discussed the creation of tables that compare outcome data over time.
- Risk Management Matrix – Completed and submitted.
- Strategic Planning/IE Plan Objectives – Proposed the use of the COP status report as a source of accomplishments during the past biennium.
- Division (IEA & RAS) Meeting w/ Dean on Updates & PlanningStrategic Planning/IE Plan Objectives.
- IEA Weekly Meeting.
- PDC – Prepared PPT to support the QEP/MAP, Starfish presentation.
- President's Administrative Staff Meeting – Director presented "Context for Reviewing IE Plans Past and Future".
- IEA Training to IEA Analyst.
- IEA Analyst Research - Cultivating faculty support in institutional effectiveness and assessment departments.

FACTBOOKS AND DATA PORTAL

- Data Portal site update.
- Data Portal Report Updated with FTIC Cohort Tracking Fall 2020.

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support
    - Preparing data for the QEP/MAP PDC presentation.
    - Complete data for the fall 2020 FTIC cohort.
    - Cohort information uploaded to the data portal.
    - Provided comparative data needed for the QEP report for the PDC meeting.
- Substantive Change Support
    - Worked on narrative and data for the submission of a prospectus to SACSCOC (Donna ECHS).
    - Created a list of information needed from schools and dual credit programs.
    - Provided updated information on the quality of dual credit programs coming from the report of the reaffirmation committee.
    - Created faculty roster and evidence.
    - Created the cost, revenue charts, course descriptions, and course learning outcomes.
    - Reviewed and summarized the courses offered on the off-campus instructional site.
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
    - Feedback on the new STC IRB Application form.
    - Reviewed data on QEP/MAP progress in documenting FTIC students' completion of DegreeWorks and Starfish modules.
- Program Review - AY 2020 – 2021
    - Completed the placement, exam pass rates, and enrollment for the 2021 program review.
    - Verified the degree awards (CBM009 vs. institutional data).
    - Data input for the graduates' portion of 2021 program reviews.
- Data Requests
    - FTIC fall enrollment by age group.
    - FTIC cohort transfer tracking list.
    - ORGL degree awards summary.
    - HVAC fall enrollment reports.

PROJECTS

- Program/Major Change/update Tracking.

MISCELLANEOUS

- Submitted each IEA weekly report for November to the VP of ISPP&SI.
- Submitted the IEA monthly report to the VP of ISPP&SI.
- Submitted each IEA-IRE-RAS weekly compilation report for November.
- Registration to Achieving the Dream Conference.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- Credit Hours and Contact Hours Report
- IHEP Degrees When Due Reporting
- 2019-2020 CB116 Follow-Up - Student Data

SURVEYS

- Ascender survey second administration
- Ed Tech surveys x2
- FAS employee feedback survey
- HEP forms
- ISPP&SI College Wide planning survey
- Perkins equipment assessment for Fall 2021
- PTAP surveys x3
- QEP MAP survey for Fall 2021
- SmartEvals assessments for 202210 (CLE, CDC)
- Workforce committees form

QUALITATIVE STUDIES

- Dual Credit Qualitative Study
- Embedded Tutoring Qualitative Study
- Mid-Valley Campus Child Development Center grant focus group

DATA REQUESTS

- ADN COMPLETION RATE Per Track Per Cohort_ 100% and 150%
- Bachelor Program data
- Enrollment and student faculty ratio data
- DHSI Grant - Financial Aid Literacy cohort split into CTE groups
- Fall 2021 Interdisciplinary Studies Majors contact list
- Fall 2021 Occupational Therapy Assistant Program contact list
- Fall 2021 Physical Therapist Assistant Program contact list
- Fall 2021 Respiratory Therapy contact list
- Fall 2021 Total Enrollment and Hispanic Enrollment
- Multimedia Specialist Certificate Data
- NAH Program Graduates Historic
- Students enrolled with BA and AA degrees for Spring 2022.
- The list of I grades for Spring 2021, Summer 2021, and Fall 2021
- The List of CSFH0101 for Spring 2021, Summer 2021, and Fall 2021
- TSIA2 Summer Attempts Still not TSI Complete List

MEETINGS

- Administrative Assistant Monthly Meeting
- DHSI Data Meeting
- DM&I: Discuss Gartner Survey Results and Roadmap

- Ed Tech survey discussion Enrollment Reports
- FTIC data
- IRESP weekly
- Multiple Measure Assessment Convening follow up
- NTIA CMC Broadband Grant Evaluation meeting
- NTIA CMC Grant-Evaluation
- PDC
- Reporting Team SQL and Requests Review
- Starfish Taskforce
- Texas Pathways Institute #4
- ZogoTech Data Dashboard Vendor Demonstration

OTHER RESEARCH/SUPPORT

- Enrollment Figures: FTE, Pell Recipients, and Demographics
- Institutional Research Analyst hiring committee duties
- Logic Modeling Workshop II
- New IRB approval & acknowledgment memos
- NTIA grant evaluation support
- Oracle SQL Developer Research
- QEP reporting for PDC presentation

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 80%	**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. Consulted with Purchasing office on moves RFP. Met with FPC to update plans for temporary operations locations.		

ACTIVITY HIGHLIGHTS

- Revised and circulated draft of Intellectual Property revision and Request for Determination of Intellectual Property form for review by Academic Council, STC Counsel, and TASB lawyers.
- Compiled and provided additional comments on Pecan Campus Library Renovation and Expansion 10% drawings.
- Prepared and circulated draft of Request for Determination of Intellectual Property form.
- Worked on NTIA Connecting Minority Communities grant proposal.
- Reviewed and compiled comments on Pecan Campus Library Renovation and Expansion 10% drawings.
- Prepared for and led session with Library & Learning Support Services Student Worker Advisory Group.
- Coordinated development of 3D mockups for Pecan Campus Library Conference room for review by executive administration.

MEETING HIGHLIGHTS

- Participated in NTIA Connecting Minority Communities grant proposal drafting meeting to review budget section.
- Participated in meeting with FFC staff to review comments on Pecan Campus Library Renovation and Expansion 10% drawings.
- Participated in NTIA Connecting Minority Communities grant proposal drafting meeting.
- Convened Library & Learning Support Services Administrators meeting.
- Met with ET staff involved in graduation AV planning to do a walk-through of Bert Ogden arena and meet with counterparts.
- Participated in Texas Library Association Legislative Committee meeting.
- Met with HR to discuss various staff and policy issues.
- Participated in President's Administrative Staff Meeting.

TRAINING HIGHLIGHTS

- Participated in Texas State Library and Archives Commission grant recipient training sessions.
- Completed One-Time Return to Campus Safely COVID-19 training.
- Participated in College Reading & Learning Association (CRLA) annual conference in Cincinnati.
- Participated in workshop on non-verbal communication titled "It's not what you say, it's how you say it: The role of nonverbal communication in our daily lives" for LLSS supervisors.

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Library II Interview
- Coordinator of Library Projects Applications
- NITA CMC Grant- Project Evaluation
- Technical Services Librarian II Interviews
- TSLAC Grant
- NTIA Grant
- THECB OER Grant
- Hotspot Devices
- Laptop Equipment – HEERF Grant
- Records Retention
- Pecan Campus Library Renovation & Expansion
- IT Risk and Security Interview

MEETING HIGHLIGHTS

- Attended Pecan Campus Library Consultant Coordination Meeting
- Attended NITA CMC Broadband Grant - Budget Discussion
- Attended Search Committee Meeting
- Attended ADLS Meeting
- Attended RFP Meeting
- Attended Personal Activity Report RDMC-008s OER TX Meeting
- Attended Pecan Campus Library Consultant Coordination Meeting
- Attended Laptop Lending Program Logistics Meeting
- Attended EBSCO Panorama Presentation Meeting
- Attended LS and OL HEERF Laptops Circulation Meeting
- Attended Smartphone Follow -Up Meeting
- Attended Social Media Meeting
- Attended FDDLC Meeting
- Attended OER Grant Meeting
- Attended ACRL/ iPEDS Meeting
- Attended LLSS Administrator Meeting
- Attended Smartphone Management Cole Meeting
- Attended Texas Support Libraries Grant Planning Meeting
- Attended GoTo Webinar – Next Steps: Managing your TSLAC ARPA Grant Meeting
- Attended Pecan Campus Library Renovation & Expansion Meetings
- Attended LLSS Student Worker Advisory Group Meeting
- Attended Library Resource Accessibility Meeting
- Attended President's Administrative Staff Meeting
- Attended Library Summit for Dual Credit Librarians

LIBRARY DATA:

November Monthly Statistics

- Library Website Visits: _10,963__
- Discovery Search Visits: __5,085__
- Active Community Users # 180__
- Visitors # _22,501__
- Reference/Research: __27_
- Non-Reference/Research: __6__
- Library Events # __1___
    - Attendance Synchronous # __13___

Events and Library Art Gallery Highlights

ARTchitecture

Artists: Current & former AEDT Faculty and students | **Location: Technology Library** | **Date: March 1 – December 10, 2021**

"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: August 23 – December 17, 2021**

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.

Permanent Art Collection

Location: Pecan Bldg. A Atrium | **September 2021 –December 2021**

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/

Observation Landscape

Featured: Britney Luna & Jessica Monroe Along with open call for recycled artwork | **Location: Pecan Campus Library** | **October 1 – December 10, 2021**

Contrasted with Jessica Monroe and Brittney Luna's paintings about our natural South Texas environment, the viewer is addressed with artists' hypercreativity who have transformed materials that would have otherwise ended up in a landfill and eventually our soil and oceans into artwork. This exhibit is a call to remind ourselves of the human impact on our natural

environment. https://library.southtexascollege.edu/the-stc-library-art-gallery-investigates-the-natural-landscape-in-a-three-part-exhibition-and-workshop/

¡Tlacuachismo! 2021

Featured: Group exhibit & open call for Community artwork featuring tlacuache	**Location: Mid-Valley Library**	**October 28, 2021 – February 10, 2022**

Previously held in 2003-'06, this exhibition expands with pieces created by community artists and STC students that visually describe the beloved South Texas *tlacuache* (opossum) and what the idea, term, and animal mean to each artist. https://library.southtexascollege.edu/tlacuachismo-2021-art-exhibit-at-mid-valley/

Feel Happier! (even in tough times)

Speaker: Pam Garramone	**Virtual (Zoom Webinar)**	**November 4, 2021**
Source: Faculty Request	**Dr. Lydia Bean (EDUC)**	

Positive Psychology, the Science of Happiness - How happiness can give you the advantage you seek in your career, personal life and relationships. Practical, science-based strategies that increase productivity, joy, happiness, and physical/mental wellbeing. When we feel better, we do better. Pam Garramone, M.Ed., is an award-winning speaker who presents positive psychology -the science of happiness- to students, educators, and corporate and community employees.

HVAC Guest Speaker Craig Migliaccio

Speaker: Craig Migliaccio/AC Service Tech	**Virtual (Zoom Webinar)**	**November 16, 2021**
Source: Faculty Request	**Jorge Martinez (HVAC)**	

STC Library is honored to host a guest lecture by HVACR Master License Holder and Licensed Teacher, Craig Migliaccio. Mr. Migliaccio has taught HVACR to adults and high school students, has over 16 years of experience in the field, the owner of an HVAC contracting business and AC Service Tech LLC, a training company for HVAC professionals and students.

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.		
Web Checkout	**Progress:**	**End Date:** February 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 90% Phase II – 41% Phase III – 5% Phase IV – 0%	

Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for furniture items and plans and initial steps have been taken to prepare the Open Labs computer equipment and Library inventory data imports.		
Library Faculty Portal	**Progress:** 16%	**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 the team has met with stakeholders and begun working on five modules.		

ACTIVITY HIGHLIGHT

- Smartphones Setup Project – Begun
- CLE's Tips to Combat Test Anxiety Workshop
- Library Specialist Position Screening
- OER Grant Document Revision
- Librarian II-Academic Outreach Job Description Revision
- ACRL Report - ongoing
- Smartphones Trail Run Among Staff
- Smartphone HVAC Instructors Feedback
- CLE's Tips to Combat Test Anxiety Workshop
- Craig Migliaccio Virtual Presentation – Attendance: 15
- HEERF Laptops Symphony Report - Ongoing
- Personnel Activity Report (OER Project)
- Smartphones Setup Project – Begun
- Online VidGrid Orientations
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Hotspot Reports – Templated created by Systems Team for Hotspot Team – Ongoing
- Hotspots Procedures Manual – Ongoing
- Weeding General Collection Project – Ongoing
- Assisted Technical Services with Discards – Ongoing
- Deselection of Book Collection – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- Faculty Portal Design – Ongoing
- OER Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- Library Summit for Dual Credit Librarians - 34 registrations
- Dual Credit and ORGL Library Instruction Sessions
- Travis Middle School Literacy Night Event
- Positive Psychology Virtual Presentation – Pamela Garramone
- PSJA ISD Chief Academic Officer and Executive Officer - RCPSE Campus Visit

MEETING HIGHLIGHTS

- Staff member participated in Meeting with Associate Dean of Library
- Staff members participated in RFP Meeting
- Staff members participated in Centralized Faculty Power App Design Meeting
- Staff members participated in Library Services & Open Labs HEERF Laptop Circulation Meeting
- Staff member participated in Laptop Lending Program Meeting
- Staff member participated in meeting with Chair of Math Department
- Staff members participated in Personal Activity Report RDMC-008s OER TX Meeting
- Staff member participated in OER Attributions Meeting
- Staff member participated in Tidbits Meeting
- Staff member participated in MV Campus Meeting
- Staff member participated in HEERF Laptop Logistics Meetings
- Staff members participated in TikTok Meeting
- Staff members participated in Bethel Garden Committee Meeting
- Staff members participated in ADN Faculty Interview Search Committee
- Staff members participated in LLSS Marketing and PR Committee Meeting
- Staff members participated in Smartphone Management Console Meeting

- Staff member participated in Texas Support Grant Meeting
- Staff member participated in ACRL Meeting
- Staff member participated in OER Grant Meeting
- Staff member participated in Statistics Reporting Meeting
- Staff member participated in Smartphone Devices Meeting
- Staff members participated in Records Retention Workgroup Meeting
- Staff members participated in Managing/Leading Concepts Meeting
- Staff members participated in Pecan Campus Library Renovation & Expansion Meeting
- Staff members participated in Power App Design Meeting
- Staff members participated in HERRF Laptop Circulation Process Meeting
- Staff member participated in MVC Operations Coordination Meeting
- Staff members participated In KIC Scanner Audio Overview Meeting
- Staff members participated in All-Team Meeting

TRAINING HIGHLIGHTS

- Staff member attended Virtual training, "Confronting Bias: Thriving Across Our Differences"
- Staff member attended Virtual training, "Managing Your Anxiety While Presenting"
- Staff members attended virtual training, "Copyright and Fair Use"
- Staff member attended virtual training, "Influencing Others"
- Staff member attended virtual training," Jodi Glickman on Pitching Yourself"
- Staff member attended virtual training," Managing Career Burnout"
- Staff members attended virtual training, "Creating a Marketing Plan"
- Staff member attended virtual training, "Adults Need Play
- Staff member attended the virtual training, "Virtual is Here to Stay"
- Staff member attended the virtual training, "How to Host a Citizen Science Webinar"
- Staff member attended virtual training "Building Resilience"
- Staff member attended virtual training "Managing your Well-Being as a Leader
- Staff members attended training "Leadership, Team-Building and Coaching Skills for Managers and Supervisors"
- Staff member attended Center for Latin American Art Summit: Cultivating Compassion for Migrants through Art at UTRGV
- Staff members attended Jag Academy
- Staff member attended virtual training, "Have a Great Day at Work."
- Staff members attended training, "It's Not What You Say, its' How You Say it: The Role Nonverbal Communication in our daily lives"
- Staff members attended virtual training, ""I'm Back Compelling Elevator Speeches to Foster Thriving Relationships"
- Staff member attended the virtual training, "Critical Conversations in LIS with Marna Clowney-Robinson"
- Staff member attended the virtual training, "Effective Listening"
- Staff member attended the virtual training, "Creating Great First Impressions"
- Staff member attended "Girls STEAM Ahead with NASA"
- Staff members attended the SirsiDynix Connections online conference

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 11/01/2021: ET Project Update Meeting, NTIA Grant Discussion, Ensemble vs Yuja Transition Planning, NTIA Connecting Minority Community Grants,
- 11/02/2021: COC Meeting, NTIA CMC Grant Discussion, Accessibility Presentation Prep, Council of Chairs
- 11/04/2021: LLSS Student Worker Advisory Group Meeting
- 11/05/2021: ET Leadership Meeting, President's Administrative Staff Meeting
- 11/08/2021: RTM Conference, ET Project Update/Leadership Meeting
- 11/09/2021: RTM Conference
- 11/10/2021: Walk Through with Bert Ogden Arena
- 11/11/2021: Jaguar Academy: Onboard for Success Gradation
- 11/12/2021: LLSS Administrator Meeting
- 11/15/2021: ET Project Update/Leadership Meeting, NTIA CMC Grant Project Evaluation
- 11/16/2021: Pecan Campus Library Renovation & Expansion Temporary Move between PB 17
- 11/17/2021: November Department Meeting/Luncheon
- 11/18/2021: CCUMC Professional Development Committee, NTIA Budget Discussion

- 11/19/2021: Library Reno Comment List Submitted, PDC November 2021 Meeting
- 11/22/2021: ET Project Update/Leadership Meeting
- 11/23/2021: Discuss budget spreadsheet for grant meeting
- 11/29/2021: 20Jan CCUMC/AVIXA Presentation, ET Project Update/Leadership Meeting

MONTHLY SPECIAL EVENTS COMPARISON

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

2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	73
Aug	92
Sept	81
Oct	105
Nov	120
Dec.	
Total:	**879**

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	292.25
Nov	236
Dec	
Total:	**2509.5**

MONTHLY COUNTS

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	13	0	0	0	2
Data Projector	83	0	0	0	4
Projector/ Laptop	0	0	0	0	0
Computer	58	0	0	0	5
Microphone (Hand Held)	57	0	0	0	7
Microphone (Lapel)	6	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	0	0	0
TV/ Display	8	0	0	0	6
Screen	0	0	0	0	5

Portable Table	0	0	0	0	6
Keyboard/ Mouse	22	0	0	0	0
Mic Stands	0	0	0	0	3
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	0	0
iPad	0	0	0	0	0
Mixer	9	0	0	0	4
Webcam	7	0	0	0	2
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	3
Digital Camera	0	0	0	0	3
Speakers	2	0	0	0	6
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	0	0	0	4
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	1
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	5	0	0	0	0
Interactive Display	0	0	0	0	1
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***270***	***0***	***0***	***0***	***62***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Pecan Logistics Manager, Open Lab Specialist, and a Lab Specialist from the Communication Department for the Makerspace review.
- The Director held departmental meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to discuss LabStats reporting.
- The Director held a departmental meeting with the Logistics Managers and Administrative Assistant to discuss a work-study staffing plan.
- The Director hosted the Learning Commons & Open Labs monthly Leadership Team Meeting.
- The Director attended the Library & Learning Support Supervisors Training on *The Role of Nonverbal Communication in Our Daily Lives*.
- The Director attended the Jaguar Academy sessions and graduation.
- The Director attended the Library & Learning Support Services Student Worker Advisory Group meeting.
- The Director held a departmental meeting with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to discuss department operations.
- 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 meetings with the Library & Learning Commons & Open Labs staff to discuss the HEERF laptop circulation.
- The Director met with the Director of Centers for Learning Excellence.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the ACRL/IPEDS annual survey plan.

- The Director held a departmental meeting with the Off-Sites Logistics Manager to discuss the Regional Center for Public Safety Excellence staffing at the Learning Commons & Open Labs.
- The Director attended the President's Administrative Staff meeting.
- The Director attended NVIDIA Virtual Conference Keynote Speech.
- The Director attended a meeting with Dean of Library & Learning Support Services to review 10% architect drawings.
- The Director attended NVIDA Virtual Conference Omniverse in the AEC industry conference session.
- The Director held a meeting the Library & Learning Support Services Marketing and PR Committee.
- The Director attended Team Building, Coaching and Mentoring training.
- The Director held a departmental meeting with the Off Sites Logistics Manager to discuss the Technology renovation.
- The Director attended a meeting to discuss the Pecan Campus Library renovation & expansion temporary move.
- The Director held a departmental meeting with the Off Sites Logistics Manager to discuss the Technology Campus capacity needs.
- The Director held departmental one-on-one meetings with the Logistics Managers and Open Labs Analyst.
- The Director held a meeting to discuss the Makerspace Recording Studio with the Open Labs Specialists, Pecan Logistics Managers, and Educational Technologies.
- The Director held a departmental meeting with the Logistics Managers to discuss WebCheckout.
- The Director held a departmental meeting to discuss the HEERF Laptop Lending Program.
- The Director attended meetings to discuss the ARCL data collection and reporting procedures.
- The Director attended a meeting to discuss the Library Renovation comment list.
- The Director held departmental meetings with the Open Labs Marketing Team.
- The Director held weekly departmental meetings to discuss the Pecan Renovation.
- The Director completed the COVID-19 Risk Assessment.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs staff attended meetings to discuss the HEERF laptop circulation workflow and procedures.
- The Learning Commons & Open Labs Technology high performance study room pilot is underway.
- A UPS and surge protection assessment were conducted.
- The Learning Commons & Open Labs received 4 UPS for the 3D printers.
- The Learning Commons & Open Labs presented at the Library Summit for Dual Credit Librarians.
- The Learning Commons & Open Labs staff received 13 3D printing requests.
- The Starr County Camps Bring Your Own Device Computer installation was set up.
- A software request application was added to the Learning Commons & Open Labs webpage.
- The Open Labs Specialists attended their third session of Drone training.
- Cable management was redone at the Starr County Campus Open Labs.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – NOVEMBER 2021 ATTENDANCE STATISTICS: 3,074

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	6	4	
Mid-Valley Campus	2,444	714	
Nursing and Allied Health Campus	2,229	648	
Pecan Campus	3,684	1,212	21
Pharr Regional Center for Public Safety Excellence	384	48	
Starr County Campus	729	248	1
Technology Campus	1,271	421	
Campus Totals:	**10,747**	**3,295**	**22**

OPEN LABS PRESENTATION & 3D PRINTING REQUEST STATISTICS:

Campus	Number of Presentations	Number of 3D Printing Requests

Mid-Valley Campus	6	
Pecan Campus		7
Nursing and Allied Health Campus	6	
Starr County Campus	2	
Technology Campus		8
Total:	**14**	**15**

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

Totals

Type	Users	Jobs	Pages
Printing	3745	22432	28300
Web Printing	1027	6683	25720
Total	4772	29115	54020

	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	610	3018	23608	139	788	4058	749	3806	27666
NAH	631	4278	29511	575	4343	15744	1206	8621	45255
Pecan	939	5323	30227	263	1321	4609	1202	6644	34836
RCPSE	51	482	4743	1	3	41	52	485	4784
Starr	183	821	6926	37	150	996	220	971	7922
Tech	304	1827	6203	16	82	272	320	1909	6475

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics — **November 2021**

- Tutoring Sessions: 2,149
  - In-Person: 1,114
  - Online: 452
  - In-Class: 583
- Assignment Review: 1,448
- Supplemental Instruction: 242
- Visitors: 14,682
- Workshops: 8
- Workshop Attendance: 268
- Independent Study: 772
- Starfish Flags addressed: 90
- CLE Information Requests: 30

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus	**Progress: 99%**	**End Date: December 2021**
Room A105 has been redesigned to conduct SI Sessions and workshops as needed. Computers and printer have been installed. Setup for ClearTouch has been completed.		
NSF Grant Year 2	**Progress: 98%**	**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. Updated reporting tool for NSF tutor, and we will be looking to split fund tutors in Summer 2022. Assess the grant usage of tutoring for the year.		

CLE Marketing Fall 2021	Progress: 63%	End Date: December 2021
Flyer for Game Night has been distributed through Faculty and staff email. Academic Coaching Video and CLE Services flyer was distributed through Faculty/Staff email. Recruitment emails for new staff have been sent to UTRGV faculty and STC students. The Finals Countdown flyers were posted around campus.		
Tutor Training for FY2021-2022	**Progress: 45%**	**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. CRLA Team availability survey has been posted. CRLA trainings have been scheduled for November. Room reservation and equipment checkout have been completed. Follow up meeting has been scheduled for December 1st.		
TSI Resource Marketing	**Progress: 95%**	**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. Postcard has been mailed out. Division of Student Affairs & Enrollment Management and Math Department were notified that the TSI Resources were published on the CLE website. Faculty and Staff email and individualized email for TSI resources.		

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: 85%
IE Plan Objective 1	**COP (2020-21) 2**	**End Date: Dec 2021**
Discussions underway with Pecan Coordinator to create a shared full-time SLA to support writing at all three campuses. RCPSE Specialist has created student success workshops and held sessions for students. RCPSE Specialist will meet with the police academy to coordinate support based on what is covered in class. RCPSE Specialist has trained new Librarian and will provide a workshop in support of the PASS program students. Workshops for Test taking Skills taking place in the evenings.		
Repository for NAH Student Support resources at Academic Coach page		**Progress: 32%**
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. Reviewing Dosage Calculation content for video uploads. Revamping PowerPoints and using editing software to prepare material.		

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		Progress: 12%
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. Planning meeting was held for carry over funding spending plan. Participated in year 2 kick off meeting		
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: 100%
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 for next week. Another email will be sent out to students and the course shell is created and posted on blackboard for participants. Focus group will take place next year.		
Quantitative Assessment of Embedded Tutoring		**Progress: 40%**
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. The embedded tutoring sessions are occurring and being recorded.		
Assess Student Satisfaction of Embedded Tutoring & SI		**Progress: 40%**

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. Coordinator and manager have sent course list to RAS analyst to finalize distribution of survey. Surveys have been distributed via email for participating students.		

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		Progress: 20%
IE Plan Objective 4	COP (2021-22) 7	End Date: August 2022
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. Second Logic Model was held. Data analysis will be conducted on most tutored subjects and meeting will be held.		

Additional COP Objectives

TSIA Preparation Resources		Progress: 100%
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 1st..		

EVENTS HIGHLIGHTS

College Reading and Learning Association Conference — **Event Dates: Nov 17-20**

Some CLE full-time staff attended the College Reading and Learning Association Conference. The conference covered the theme of "Legacies; Futures."

CLE Finals Countdown — **Event Dates: November 29 – December 10**

The CLE conducted a Pumpkin Carving Contest where students visited the center and voted on their favorite pumpkin. The pumpkins were carved by various tutors. This event increased foot traffic to the center and student engagement.

CLE Game Nights — **Event Dates: November 12 & 19**

The CLE continues to host Game Nights to promote services throughout the Summer and Fall semesters. A Student game night was held: Friday, November 12th at MVC Campus. An Interdepartmental game night for staff was held on Friday, November 19th at Pecan Campus.

Career Expo — **Event Dates: November 3, 10 & 17**

College Reading and Learning Association Conference	Event Dates: Nov 17-20

SOUTH TEXAS COLLEGE CAREER Exploration DAY

The CLE participated in all the Career Exploration Days throughout the campus. This event helped spread awareness of CLE servies to STC students. The CLE was also able to recruit new potential candidates for the department.

MEETING HIGHLIGHTS

- CLE HUB SharePoint Sites Meeting
- NTIA grant planning discussion
- NTIA CMC grant discussion
- TSIA student performance data
- Mobile Hotspots meeting
- LLSS Student Worker Advisory Group Meeting
- Director meeting with LCOL director re: RCPSE work
- PAS meeting
- Met with OTA Chair to discuss writing requirement and remediation
- MVC Operations Coordination Meeting
- MVC Leadership Meeting
- Hiring Committee Conducted Interview
- Discord Reporting Meeting
- CLE Presentation for Librarians
- CLE HUB SharePoint Sites Meeting
- Online Tutoring Hours Request Form
- Tutor Training Spring 2022
- PD Meeting for SI Leaders
- Tutoring Limits Meeting
- Texas Supports Libraries Grant Planning
- Upswing Monthly Meeting
- Tutor Training Day Spring 2022 planning
- DHSI Year 2 kickoff
- Tutoring Limits Discussion
- Monthly Upswing Check In
- SI Manager Search Committee Meeting
- LLSS Administrator meeting
- Met with ADN Faculty to discuss math support
- Met with BSN Advisor for Math discussion and BSN Capstone project
- SOARD Drone Flight Training
- CLE Services SWAY Meeting
- Embedded Tutoring Meeting with RAS
- Adjunct and Dual Credit PD preparation meeting
- Sociology Faculty Meeting
- MVC Leadership Meeting
- SI Meeting
- SI Professional Development Prep Meeting
- SI Manager Search Committee Meeting
- BSN Advisor Meeting
- ADN Faculty Meeting
- Pharm Tech Chair Meeting
- MVC Biology Faculty Meetings
- Tech LLSS Redesign Meeting
- STARR Campus Admin Meeting
- Adjunct and Dual Enrollment PD Prep Meeting
- Hiring Committee Meeting

- Tech Meeting

TRAINING HIGHLIGHTS

- It's Not What You Say, It's How You Say It: The Role of Nonverbal Communication in Our Daily Lives
- Director of First Impressions workshop
- CLE Logic Model Development
- Coaching, Team-Building and Mentoring Training
- Coffee Collaborative: Meeting the Needs of Student Veterans
- Participated in LVN to ADN Orientation
- Dosage Cal Workshops
- Jag Academy Graduation
- Pivot Tables Training
- Working with Special Needs Students
- CRLA Identifying and Using Campus Resources
- CRLA Tutor Cycle

EVENT HIGHLIGHTS

- Interactive Reading Strategies- Academic Coaching Workshop
- Career Exploration Day- STARR Campus
- Reynosa Dual Credit staff center tour
- PAS Presentation
- Student Success for Healthcare Workshop Series
- Career Exploration Day- Pecan Campus
- Marine Corps Birthday Cake Cutting
- Veterans Day Ceremonies
- MVC CLE Student Game Night
- CLE Game Night
- Career Exploration Day- Mid-Valley Campus
- Tech Thanksgiving Luncheon

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
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring

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 second cohort of students obtained their IBC (Jailer's Exam).
Fund Status:	

# of Exams Paid with Grant Funds	# of Exams Passed	Passing Rate	Funds Expended
34	34	100%	$1,260
Total Grant Funds	**Total Grant Funds Expended**	**Total Grant Funds Unspent**	
$30,000	$1,260	$28,740	

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	Gathering feedback of Draft Mock Up
Next Step(s)	Mapping Meeting Scheduled for 01/21/2022

Project Name	DHSI Grant
Project Role	Project Resource
Scope	Serve as a project related resource to the DHSI Grant Administrator, as needed.
Status Summary	Assisted Starfish Administrator with the development of grant required plans.
Next Step(s)	Complete and Submit Annual Performance Report

Project Name	Eventbrite (Summer Camps)
Project Role	Project Manager (Kandra Maldonado)
Scope	3rd Party Event Management platform for STC's Youth Summer Camps
Status Summary	Completed requirements gathering and have started the process to build STC event management process flow.
Next Step(s)	Complete process flow

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

Project Name	South Texas College DHSI Project
Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	November 1, 2021 – November 30, 2021
Grant Goals	1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth. 2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs. 3. Increase accessibility to an expanded use of technology-based resources.

	4. Increase students' ability to effectively manage debt and stay on a path leading to program completion and employment.
Grant Strategies to Achieve Goals	1. Academic Coaching 2. Online Tutoring 3. Starfish 4. Financial Literacy
Grant Project Activities	Project activities vary but focus on the integration of a uniform and streamlined academic coaching model; expanding online tutoring services to include additional subjects and course levels; providing Starfish training to faculty, staff and students and developing a workable intervention plan; providing an online money management tool to Hispanic First Time in College students that provides courses and tools related to money management, financial aid instruction, credit/debit practices, budgeting, and savings/investing.
Status Summary	<u>Administration</u>: • Met with External Evaluator to discuss data for section three of the Annual Performance Report (APR). The APR has not been released but using Word document provided by the DOE until it is released on the Higher Education Programs: Institutional Service platform. • Met with DOE Program Officer and RDMC Compliance Officer to discuss budget modification to create a travel category for regional travel between campuses for Starfish Administrator. The recommendation made by DOE Program Officer was to review the grant to identify services and allowable costs under contractual services that may cover mileage expenses. If not, grant funds will not be allowed to absorb travel costs as it was not written into the original narrative. • Held Year 2 Grant Kickoff Meeting with Project Owners. Reviewed incomplete Project Activities for Year 1 that must be completed in Year 2. The Kickoff also outlined Year 2 Project Activities and a budget breakdown for each grant component. Project Owners were also provided a timeline for contractual items that will require a Request for Proposal process. • Met with External Evaluator to plan for a Data Analysis meeting with Project Owners and RAS, scheduled for Monday, November 15. • Met with a former STC DHSI Project Coordinator and now Director of Learning Outcomes, Yolonda Jaramillo to discuss her experience with the Annual Performance Report (APR) and other grant related items. • Reviewed and revised the monthly Project Status Report used by Project Owners (on MS Forms) to ensure programmatic, fiscal and data is efficiently tracked. • Attended DOE's monthly virtual office hour with Program Officer and other DHSI Project Directors. • Reviewed and categorized Year 1 Expenditures to be reported on the Legislative Allowable Activities (LAA) section of the Annual Performance Report (APR). • Met with External Evaluator to plan and review the Year 2 Activities and Formative Performance Report templates for each of the grant components in preparation for the Year 2 Evaluation Kickoff Meeting. • Met with Public Relations & Marketing and Project Owners for DHSI Video Campaign Asset Review #1 on November 29. This review provided a platform for discussion on the specifications of each video message and served as an exploratory and discovery process to ensure program and service message is captured. • Year 2 Evaluation Kickoff Meeting with External Evaluator and Project Owners was held November 30. This included an overview of the Formative and Summative Evaluation processes. Project Owners were provided Year 2 Activities and Formative Performance Reports templates. <u>Academic Coaching</u>: • Met with InsideTrack to review the revised Statement of Work for the additional consulting hours secured. The additional hours are covered under the DHSI grant and will include defining roles, expectations, and handoff processes between Academic Coaches, Advisors,

	and Student Success Specialists. In addition to providing support for defining and communicating these changes within teams, InsideTrack will also provide Change Management support for sharing these updates with the greater STC community. • Met with MSIT&BP Project Manager and Academic Coaches to discuss and select a recording method for coaching sessions. These recording sessions are uploaded and reviewed by InsideTrack's Quality Specialist to provide quality assurance and enhance coaching sessions with students. • Attended InsideTrack/STC Manager Training. • Met with the Academic Coaching and Office of Professional and Organizational Development (OPOD) teams to discuss logistics for including a presentation by InsideTrack to the Professional Development Day scheduled for February 11, 2022. The training will be offered in the morning and afternoon, with the morning dedicated to the Academic Coaches already going through the program and the afternoon to staff who will learn about the fundamentals of the coaching model. InsideTrack to advise Project Coordinator in mid-December whether their team will make a trip to Texas and visit STC campus or provide training remotely. <u>Online Tutoring</u>: • Met with Online Tutoring Learning Excellence Specialist to discuss their component's plans for activities and purchases for Year 2. <u>Starfish</u>: • Attended Starfish Taskforce Meeting. • Attended Starfish Reporting & ROI Meeting #1. • Met with Starfish Administrator and Application Development Manager to discuss Starfish Texting implementation plan and the configurations of organizations within the Starfish system for tracking and reporting. <u>Financial Literacy:</u> • Met with Financial Literacy Project Owner and PR & Marketing to discuss the procurement of supplies for Year 2.
Next Steps	• Meet with Financial Literacy Project Owner and Strategic Initiatives Project Manager on December 8 to process map internal procedures for the delivery of Financial Literacy services in consideration of the iGrad platform. • Meet with Academic Coaching team and RAS December 9 to discuss the development of a survey instrument for Academic Coaching services as part of the grant's evaluation process. • Continue preparation of narrative statements for the DOE APR. Continue to lead, manage and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.