February
2022

SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

**Board Meeting**
**March 29, 2022**

# Student Affairs and Enrollment Management

# OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

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|---|---|
| TO: | DR. RICARDO J. SOLIS, PRESIDENT |
| FROM: | MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT |
| DATE: | MARCH 29, 2022 |
| SUBJECT: | ACTIVITY REPORT FOR FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022 |

## VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

### PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-President's
- South Texas College Coordinated Operations Council meeting
- South Texas College President's Administrative staff via Teams
- South Texas College Pre-Cabinet One to One meeting with Vice Presidents's
- Student Affairs & Enrollment Management Division Leaders meeting with Dr. Rodney Rodriguez Vice President of Institutional Advancement and Economic Development
- Hidalgo County Check Signing
- Nursing and Allied Health Programs visit and follow up meeting
- Review Technology Campus items
- HACU Summit training
- Board Work Session on Master planning
- Pre-meeting for fast track 2.0
- Technology Campus walk through
- Richard McClutcheon WBU luncheon

## ATTENDED

- South Texas College and Texas A&M University meeting
- Distribution of HEERF funds
- Anthology meeting with Christopher Bobbitt and Dr. David Plummer
- Grow with Google: Career Readiness Feedback Session
- Proyecto Dual Credit IIES/South Texas College
- FANUC Certification Recognition Ceremony for Texas A&M students
- HOPE Center -Campus Support Gap Analysis
- Institutional Effectiveness and Assessment Planning meeting
- Strategic Planning meeting
- Meeting with Border Patrol RCPSE
- McAllen State of the City @ McAllen Convention Center
- EWDC meeting with South Texas College and University of Texas Rio Grande Valley Collaboration Presentation
- Progresando Connect: Bank of America and South Texas College
- Title IX training with students
- DHSI – Inside track South Texas College Program Diagnosis Presentation
- H.E.B. and South Texas College Connect
- Basic Needs to Support Gap Analysis meeting #2

# ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Spring 2022 semester on February 2 of **29,774** students by processing required documents, clearing students to register and assisting with registration.
- 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 **524** chat sessions during February 2022.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, President's Administrative Staff meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Calendar, Academic Council, Banner access/audit, BUGS meeting, Census Team, Collegewide Curriculum, Commencement Exercises - May 2022, Data Management & Integrity, Enrollment Appeals, Starfish, TACRAO Residency Webinar, and testing the release of holds in Jagnet.
- 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.
- Participated in Collegewide Professional and Organizational Development Day on February 11, 2022.
- Held interviews for the Document Management Specialist and made a recommendation.
- 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 May 2022 graduates.
- Specialists downloaded, reviewed and verified **2,626** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during February 2022.
- 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. They participated in the TACRAO Residency Webinar.

- STC has **72** international students enrolled for Spring 2022 semester.
- Processed **213** course substitutions and exceptions in DegreeWorks during February 2022.
- Processed grade changes for **51** students during February 2022.
- Processed reinstatement requests for **27** students during February 2022.
- Processed schedule change requests for **1,527** students during February 2022.
- Processed **2,042** high school and **374** college/university transcripts during February 2022.
- Evaluated **449** transcripts from other colleges and universities during February 2022.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,710** STC transcripts during February 2022.
- Scanned and indexed **3,800** documents submitted by students during February 2022.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

## ASSESSMENT CENTER

### WALK-INS AND TESTING REPORT

| Student Assessment Center | | | | | |
|---|---|---|---|---|---|
| **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** | **21** | **200** | **153 (77%show)** | **ACT** | **508** |
| **Mid- Valley** | **30** | **15** | **13 (87% show)** | **TSI EXAM** | **172** |
| **Starr Campus** | **14** | **8** | **7 (88% show)** | **TSI EXAM** | **72** |
| **Pecan Plaza** | **32** | **60** | **50 (83% show)** | **GED/ PEARSON** | **235** |
| **Pecan Plaza** | | **83** | **80 (96% show)** | **TSI EXAM/ includes TSI Online** | **749** |
| **Pecan Plaza** | | **17** | **17 (100% show)** | **TCOLE/ Proctored Exams** | **77** |
| **Pecan Plaza** | | **70** | **60 (74%show)** | **HESI** | **390** |
| **Mid-Valley** | | **35** | **26 (% show)** | **HESI** | **200** |
| **Starr** | | **11** | **9 (82% show)** | **HESI** | **48** |
| **TOTAL:** | **97** | **499** | **415 (83% show)** | | **2,451- – All Campuses YTD** |

## TSI PLACEMENT REPORT

| TSIA 2.0 Scores: by placement score | | | |
|---|---|---|---|
| **English Language Arts and Reading College and Career Readiness (ELAR)** | | | |
| **Monthly (02/01/2022 – 02/28/2022)** | | **Year To Date (09/01/2021 - 02/28/2022)** | |
| **College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)** | 20 | **College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay** | 144 |
| Developmental Ed (945+ & 0-4 Essay | 16 | Developmental Ed (945+ & 0-4 Essay | 130 |
| ELAR Diagnostic Level 6 & Essay < 5 | 0 | ELAR Diagnostic Level 6 | 0 |
| ELAR Diagnostic Level 5 & Essay < 5 | 0 | ELAR Diagnostic Level 5 | 26 |
| ELAR Diagnostic Level 4 | 26 | ELAR Diagnostic Level 4 | 238 |
| ELAR Diagnostic Level 3 | 17 | ELAR Diagnostic Level 3 | 165 |
| ELAR Diagnostic Level 2 | 8 | ELAR Diagnostic Level 2 | 97 |
| ELAR Diagnostic Level 1 | 0 | ELAR Diagnostic Level 1 | 0 |
| **Total** | **87** | **Total** | **800** |
| **Mathematics College and Career Readiness** | | | |
| **Monthly (02/01/2022 – 02/28/2022)** | | **Year To Date (09/01/2021 - 02/28/2022)** | |
| **College Ready (950+ or 910+ & 6+ Diag)** | 2 | **College Ready (950+ or 910+ & 6+ Diag)** | 101 |
| Mathematics Diagnostic Level 5 | 9 | Mathematics Diagnostic Level 5 | 51 |
| Mathematics Diagnostic Level 4 | 30 | Mathematics Diagnostic Level 4 | 295 |
| Mathematics Diagnostic Level 3 | 14 | Mathematics Diagnostic Level 3 | 174 |
| Mathematics Diagnostic Level 2 | 9 | Mathematics Diagnostic Level 2 | 145 |
| Mathematics Diagnostic Level 1 | 0 | Mathematics Diagnostic Level 1 | 0 |
| **Total** | **64** | **Total** | **766** |
| **Data retrieved from College Board Accuplacer** | | | |
| **Date: 03/01/2022** | | | |

## 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 Spring 2022
- SFS Department Staff was informed that Professional Development Day would be a regular work day, staff was only to sign in to the registered sessions.
- Every week during the month of February staff has been rotating to attend in office training of all 3rd Party programs, TASFA and any other office updates.
- VA Certifying Officials continue to work and awarding and adjusting VA student files.
- Pecan Staff is still been rotated to cover Starr FA office.
- Student files are being completed and awarded, files are coming in via email, fax and mail. R2TIV calculations are still being processed for the Fall 2021 semester.

# DUAL2DEGREE

## IMPORTANT HIGHLIGHTS

- Department met with **34** high schools to prepare for Summer and Fall 2022 enrollment planning. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives virtually or at high school sites.
- Department staff held **18** events and served **896** students and parents during the month of February

## SNAPSHOTS

Student-Parent Information Session was held virtually for McAllen ISD on February 15

Staff attending the College-Wide Professional & Organizational Development Day at the Pecan Campus on February 11

## ENROLLMENT SERVICES

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Application Drive** | Edcouch-Elsa HS | 02/08/2022 | ISD | 6 |
| **Application Drive** | Edcouch-Elsa HS | 02/09/2022 | ISD | 12 |
| **Application Drive** | PSJA Memorial | 02/21/2022 | ISD | 86 |
| **Application Drive** | PSJA T-STEM | 02/21/2022 | ISD | 91 |
| **Application Drive** | PSJA North | 02/22/2022 | ISD | 96 |
| **Application Drive** | PSJA ECHS | 02/23/2022 | ISD | 92 |
| **Application Drive** | PSJA Southwest | 02/24/2022 | ISD | 68 |
| **Application Drive** | PSJA North | 02/28/2022 | ISD | 78 |

| | |
|---|---|
| **Total** | **529** |

## STUDENT/PARENT ENGAGEMENT

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Student/ Parent DC Information Session** | Roma HS | 02/03/2022 | Virtual | 15 |
| **Student/ Parent DC Information Session** | Edcouch Elsa HS | 02/08/2022 | ISD | 15 |
| **Student/ Parent DC Information Session** | Edcouch Elsa HS | 02/09/2022 | ISD | 15 |
| **Student/ Parent DC Information Session** | McAllen ISD | 02/15/2022 | Virtual | 75 |
| **Student/ Parent DC Information Session** | Edinburg HS | 02/17/2022 | ISD | 50 |
| **Student/ Parent DC Information Session** | Edinburg HS | 02/17/2022 | Virtual | 8 |
| **Student/ Parent DC Information Session** | PSJA Collegiate | 02/23/2022 | Virtual | 19 |
| **Student/ Parent DC Information Session** | Health Professions | 02/24/2022 | Virtual | 40 |
| **Student/ Parent DC Information Session** | PSJA North | 02/25/2022 | Virtual | 10 |
| **Student/ Parent DC Information Session** | Health Professions | 02/28/2022 | Virtual | 120 |
| | | | **Total** | **367** |

## MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - Weslaco ISD
  - PSJA ISD
  - Vanguard Rembrandt
  - Juarez-Lincoln
  - Science Academy
  - Edinburg CISD
  - Valley View ISD
  - Achieve ECHS
  - MECA
  - Palmview HS
  - PSJA Southwest
  - Robert Vela HS/ECHS
  - Thelma R. Salinas
  - Jimmy Carter

- PSJA Collegiate
- La Joya HS
- Monte Alto
- Vanguard Beethoven
- La Joya ECHS
- Nikki Rowe CTE
- Mercedes HS & TSTEM
- McAllen Memorial HS CTE
- Rio Grande CISD
- Weslaco East HS/ECHS
- La Joya AHSP
- PSJA ECHS
- PSJA North
- Edinburg North HS
- Vanguard Mozart Academy
- Weslaco HS/ECHS
- PSJA Memorial ECHS
- PSJA Sotomayor
- Mission Collegiate
- Weslaco CTE Calvillo Complex

## MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Staff 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
- Student Attribute/Cashiers Meeting
- NACEP Peer Reviewer Training
- Enrollment Transition Meeting
- Reskilling Grant Follow-up Meeting
- President’s Administrative Staff Meeting
- Campus Support Gap Analysis - Hope Center
- Dual Credit Enrollment Transition Meeting
- CWPD Planning Meeting
- NACEP Accreditation Site Visit
- CWPD Follow Up Planning Meeting
- CWPD Coordinator's Planning Meeting
- SAEM IE Plan Meeting #1
- SAEM IE Plan Meeting #2
- Graduation Meeting
- SEM Leadership Team Meeting
- Work-Study Meeting
- Grant Initiation Meeting Texas Reskilling 3 Grant
- SAEM Planning Meeting #3
- Reskilling Grant Follow-up Meeting
- Dual Credit Advisory Meeting
- Division Leaders Meeting with Dr. Rodriguez
- Texas Reskilling Grant Check-in
- Review of Revised IE Plans

- Dual Credit CTE Advisory Meeting
- Basic Needs Support Gap Analysis - Meeting #2
- Weslaco 21st DC Meeting
- Adult Learner Enrollment - Lumina Foundation Grant
- Enrollment Markets Meeting

### PROFESSIONAL DEVELOPMENT

- College-Wide Professional and Organizational Development Day
- National Summit of Dual Credit Programs

## COLLEGE CONNECTIONS

### RECRUITMENT

- City of McAllen 5K Recruitment Set Up
- Roma High School Recruitment Presentation
- Mercedes Early College Academy Apply Texas Drive
- Weslaco East HS Recruitment Presentation
- Science Academy Recruitment Presentation
- Economedes HS Recruitment Presentation
- McAllen ISD Leal Elementary Parent Presentation
- Hidalgo Early College HS Career Fair
- Rio Grande City HS College Fair
- Grulla HS College Fair
- Donna HS College Fair
- McAllen ISD College Fair
- PSJA Collegiate HS Recruitment Presentation
- Donna North HS College Fair
- Border Patrol Post Orientation Recruitment
- Mexican Consulate Ventanilla Recruitment
- Proyecto Dual Credit - IIES
- Individual Student Appointments – 4

### CAMPUS TOURS

| Campus | # Visitors |
|---|---|
| Pecan | No Tours |
| Mid-Valley | No Tours |
| Starr | 3 visitors |
| NAH | 4 visitors |
| Tech | 20 visitors |

## CALL CENTER

| Inbound Phone Calls | |
|---|---|
| **February 2022** | **January 2022** |
| 8,559 calls | 10,862 calls |

# DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

## CAREER AND EMPLOYER SERVICES

**Reports:**

| Weekly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **8738** | Student Contacts, Outreach & Virtual Appointments |
| **5166** | CTE Student Contacts |
| **11** | Student & Alumni Registered on CCN |
| **2** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **16** | New Employer Registered on CCN |
| **49** | Jobs posted to CCN |
| **2** | Workshops Presented |
| **56** | Resumes Reviewed Online by Employers via CCN |
| **1981** | Career Coach Total Visits |

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

## CURRENT/UPCOMING ACTIVITIES & EVENTS

**Workshop & Presentations / Activities**

**Job Development**

- Aircool Tech - ACT. Corporation - 1 job posting
- Bridgestone Retail Operations, LLC. -18 job posting
- City of South Padre Island- 8 job posting
- Entravision Communications- 1 job posting
- F AND B HOLDINGS LLC DBA LONE STAR CITRUS GROWERS- 1 job posting
- Fire Systems of Texas, LLC- 1 job posting
- GRT Transportation, LLC -1 job posting
- IOC Company LLC. 1 job posting
- Kids' Quest Learning Academy, LLC -1 job posting
- Language Success- 1 job posting
- Mayo Clinic- 1 job posting
- McAllen Foreign Trade Zone- 1 job posting
- Park Avenue Construction, Ltd -1 job posting
- PMG, Inc.- 3 job posting
- Price Innovations LLC- 1 job posting
- Produce Team LLC- 1 job posting
- SouthTexas Techie Repair, LLC- 3 job posting
- Texas Department of Criminal Justice- 1 job posting
- The County of Hidalgo- 1 job posting
- TTEC- 2 job posting

**Presentations/Workshops**

- Get to Know Career Services, NAH 1st Friday Virtual Workshop
- Build your success with Career Services

**Employer Outreach**

- DHR
- USBP
- Radio United
- Valley Baptist Medical Center
- HCA
- Hidalgo County
- Idea Public Schools
- CBP OFO
- Texas Department of Criminal Justice
- Workforce Solutions

**Employer Registrations**

- Aveanna Home Health
- Cascade Process Controls, Inc.
- F AND B HOLDINGS LLC DBA LONE STAR CITRUS GROWERS
- FHI Works
- Fire Systems of Texas, LLC
- GRT Transportation, LLC
- Houston First
- Israel Perez Law, PLLC
- K&C Motors
- McAllen Foreign Trade Zone
- Park Avenue Construction, Ltd
- ProScribe
- S.A.R.S. Trucking, LTD

**Coordination of Upcoming Events**

- Planning for the STC 2022 Career Expo
- Meeting with City of Edinburg representatives on March 10, 2022
- Donna I.S.D. Career Day coordination
- Mission I.S.D. Career Day coordination
- Spring 2022 workshop presentation calendar
- Fire Science, Law enforcement in class presentations
- Sharyland Pioneer High School Career Prep tour & overview of Career Services for CTE students

## MEETINGS AND MISCELLANEOUS INFORMATION

- CES sent an email invitation for the STC 2022 Career Expo to all employers registered on the CCN platform.
- Coordinated a meeting with diesel faculty and tour of the STC Tech diesel program facilities for representatives of Serda Trucking.
- CES attended a meeting with Sgt. Melody Fierro of the U.S. Army recruiting office and planned to facilitate her future on-campus recruiting efforts.
- Conducted outreach efforts with FSID, a transport facility regarding employment opportunities for STC students and alumni.
- Conducted outreach efforts with Border Stone Rehab Services regarding employment opportunities for STC students and alumni.
- CES with representatives of the building maintenance department in order to initiate preliminary preparation plans for the upcoming STC 2022 Career Expo.
- CES staff attended an introductory My Hubb platform meeting sponsored by Tech campus staff.
- Conducted outreach efforts for Azure Bistro regarding employment opportunities for STC students and alumni.
- CES NAH staff promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Promoted City of South Padre Island job post to 2,837 students from target groups.
- Promoted GRT Transportation job post to 1,184 automotive and diesel students.

- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Participated in Welcome week for Technology campus – CES informational tables
- Met with Fire Science Cadets for CES introductions
- Outreached Automotive Program chair and Automotive student/alumni for workforce opportunities with Goodyear employer
- Created marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs
- Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach (450)
- CES staff attend STC Professional Development Day
- Conducted outreach to 39 HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of four available employment opportunities.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Created marketing and conducted outreach efforts towards 4,322 students on behalf of the Hispanic Association of Colleges and Universities (HACU) internship opportunities with federal agency partners.
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Outreached HVAC students/alumni for workforce opportunity
- Create marketing for employment opportunities via Social Media Platforms
- Assisted Tech Campus staff by coordinating an introductory presentation to the Emsi Skillabi - Skills Matching System with Emsi representatives in order to help Tech staff achieve compliance with their Lumina grant reporting requirements.
- Conducted outreach marketing efforts to 29 students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper positions.
- Conducted a Career Services overview to Fire Science Cadets at the technology campus.
- CES participated in supporting Career and Technical Education (CTE) Month activities at the Tech campus as needed.
- CES is coordinating with representatives of Domingo Trevino Middle School of Mission I.S.D. to participate in their upcoming Annual Career Day.
- Conducted outreach efforts with Produce Team, a produce treatment, storage and transport facility regarding employment opportunities for STC students and alumni.
- CES is coordinating with representatives of Donna I.S.D. to participate in their upcoming Annual Career Day.
- Met with Technology Specialist to discuss and coordinate PTA Career Readiness Session and Spring 2022 projects.
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event reaching 912 Nursing students.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Updated and created Spring CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Attended CES departmental meeting discussing Spring initiatives, projects, and events.
- Facilitated PTA Career Readiness Workshop, in collaboration with Technology Specialist. Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.

- Input NAH Spring 2022 Workshop schedule into College Central Network calendar of events.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Developed and incorporated Financial Wellness Center-Student Survey question set and form in collaboration with CES Director.
- Met with Technology Specialist to outline Spring CTE program collaborative projects and targeted student-based events.
- Continuing to provide an overview of CES services and platforms to all NAH students visiting NAH Student Services.
- Created Marketing outreach for CTE workforce opportunities
- Outreached Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews, professional headshots, and mock interviews.
- Working with Technology Specialist to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by 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 of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Presented an overview of CES services and platforms for new NAH campus staff.
- Created Financial Wellness CTE student outreach materials.
- Attended CES department meeting discussing staff updates, projects, and Spring 2022 initiatives.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- NACE Affinity Meetings
- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- CES attended DHSI presentation
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- CES continues to monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for February 2022.

- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Compiled CES student contact data in collaboration with Technology Specialist.
- Create CES marketing imaging for Faculty/Staff and CES social media platforms for Webinar Forum for students
- 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 CES staff meeting discussing Spring 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2022 event.
- 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.
- 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.
- 10 resume revision via CCN, 3 CTE student walk ins

**College Central Network Logistics**

## College Central Network Logistics

**Career Coach**

## OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

### OFFICE OF THE OMBUDS

**February 2022**

- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 1.
- The Office of Student Rights and Responsibilities met for Professional Development.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 2.
- The Office of Student Rights and Responsibilities attended the 2022 National Summit for Dual Credit Programs at South Padre Island.

## OFFICE OF STUDENT CONDUCT

**February 2022**

- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of Student Conduct is working on Student Conduct Officer job descriptions.
- The Office of Student Rights and Responsibilities met for Professional Development.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health.
- The Office of Student Conduct held a Student Conduct Panelist Training.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of Student Conduct presented on Know the Code for Academies and High School Programs at the Pecan Campus.
- The Office of Student Rights and Responsibilities attended the 2022 National Summit for Dual Credit Programs at South Padre Island.

## BEHAVIORAL INTERVENTION TEAM

**February 2022**

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

# STUDENT ACTIVITIES AND WELLNESS

- Welcome Week (District Wide)

+8
+36

+26

SOUTH TEXAS
COLLEGE
HEATING VENTILATION
+23

- Club Recruitment Fair (Technology)
- Game Day (Technology)

- Sweet Treat Tuesday (NAH)

- National Pizza Day (Pecan, Technology)

- Jerry's Picasso Art Painting (Pecan)

- Super Bowl Party (Pecan, NAH, Mid-Valley, Starr)

- Valentine's Day Celebration (Starr)

- Happy Hearts Day (Technology)

- Valentine's Mixer (NAH)

- Valentine's Day (Mid-Valley)

- The Dating Game & Best Friends Game (Pecan)

- Build-A-Heart Cookie Decorating (Pecan)

- Random Acts of Kindness Day (Technology)

- Crafty Thursday (NAH)

- Jerry's Pots of Lovecculents (Pecan)

- De-Stress Day (Mid-Valley)

- S’mores and Bingo Day (Mid-Valley)

- Banana Splits and Bingo (Starr)

- Sweet Treat Tuesday Day 2 (NAH)

- Rock ‘N’ Roll (Technology)

- President’s Day Kahoot Trivia (Pecan)

- Karaoke (Pecan)

- National Tortilla Chip and Chili Day (Pecan)

- Twilight Trivia (NAH)

- 5 v 5 Basketball Leagues (Mid-Valley)

- Triathlon (Technology)

- 4v4 Flag Football Tournament (Starr, Mid-Valley)

- 2022 South Texas Shootout Basketball Tournament

- Soccer League (Pecan)
- Soccer Club Friendlies against UTRGV and Toros
- Flag Football Recognition Banquet
- Student Leadership Academy Kickoff (District Wide)
- Student Government Association Kickoff (District Wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Student Activities & Wellness Presentation @ Dr. Bean's classes (Pecan)
- Student Activities & Wellness Presentation @ Mr. Rodriguez class (Pecan)

# COUNSELING AND STUDENT DISABILITY SERVICES

## Counseling Services

| FEBRUARY 2022 | | | | | |
|---|---|---|---|---|---|
| **Services** | **Mid-Valley** | **NAH** | **Pecan** | **Starr** | **Technology** |
| Academic Probation and Academic Suspension | 46 | 5 | 61 | 1 | 12 |
| Mental Health Counseling | 45 | 30 | 75 | 0 | 50 |
| Academic Advising | 42 | 21 | 121 | 2 | 30 |
| Career and Transfer | 1 | 0 | 2 | 0 | 0 |
| Special Programs, COVID-19 Contacts, Other | 9 | 2 | 235 | 0 | 1 |
| **Total** | **143** | **58** | **494** | **3** | **93** |

## MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffing
- 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
- Review, refer and respond to Counseling Department Emails
- Individual Meeting with UTRGV MSSW Intern
- College Safety Committee Meeting
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- PATH Coalition Meeting
- February Stakeholder Meeting for Coalition for Empowering Children and Families
- SAEM Division Meeting

## WORKSHOPS/PRESENTATIONS

- Virtual Workshops, Presentations, Microsoft Teams Live Events:
- He Loves Me…She Loves Me Not

- Stress Management Tips
- New Year New Goals
- Depression Awareness for Academic, Career & Personal Success
- Maintaining a Work Life Balance
- Building Resilience
- Managing Stress and Anxiety

## COMPREHENSIVE ADVISING

### PROGRAMS/ACTIVITIES/MEETINGS

**A. Programs/Activities/Meetings:**

- **Academic Advising**
  - **Contacts** – total of 1,399 contacts with students were conducted by Academic Advisors and PASS Program Advisors in February 2022
  - 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
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Collaborated with Starfish Administrator to review faculty advising process and assigning students to faculty advisors as well as documentation of advising sessions in Starfish
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Update training content
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort is scheduled for March; recruitment for participants is ongoing; training focuses on participants from within our K-12 partner districts to provide foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of our Career and Technical Programs so that they can have first hand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings on February 2nd, 9th, and 16th and communicated daily with mentors; 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 for the Spring semester
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring began for Spring 2022 for a total of 11 sections consisting of the following classes BIOL 2401, ENGL 1301 and MATH 1414; Mentors conduct a total of four visits within the semester to present topics including support services, reminder to apply for financial aid, final exam preparation etc. Student in these sections will be participating in Priority Advising for Registration in March
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;

- Reviewed ongoing Childcare services paperwork and met with students to ensure compliance with grant requirements
- Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements

- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
  - Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year
  - Reviewed applicants for PASS Program vacancies and held interviews for one of the vacancies
  - Gathered data and compiled report for Student Affairs & Enrollment Management Perkins V Biannual Report and submitted to grants office for review
  - Met with PASS Program staff to review past activities and plan for the semester

## PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed communication and plan for #RealCollegeTX resources; finalized action plan due March 1st in collaboration with Director for Dual Enrollment Programs; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) attending Guided Pathways Institute to be held in Houston on April 6th – 8th; discussed advance work and prepared for sessions during the Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Directors of Institutional Effectiveness and Research & Analytical Services, and Starfish Administrator to review QEP metrics and services enhancement; met with Achieving the Dream Coach and SAEM Directors overseeing orientation to refine and enhance the College Connections to FYC to Advising/QEP/MAP student experience; in collaboration with ATD Coach met with all staff from Advising, College Connections, Student Activities, and Counseling to prepare for Fast Track 2.0 services,
- **STC & UTRGV Collaborative** – STC Advising Department will house a UTRGV representative from Monday thru Friday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV
- **National Alliance for Partnerships in Equity (NAPE)**– Director and PASS Program Coach along with other STC personnel are participating in NAPE Grant Action Research Grant with Temple College to address equity for non-traditional students (as defined by Perkins V) within STC CTE Programs and participating in the PASS Program; met with Team to regroup, survey students and staff on the PASS Program; review available data and planned the next steps to enhance service delivery.

**B. 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: MARCH 29, 2022

SUBJECT: ACTIVITY REPORT FOR FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022

## 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.
    - Continuing Disclosure meeting with Financial Advisory Firm, Comptroller, and Accounting Group Manager.
    - FY 2022 – 2023 Budget Review with Comptroller and Budget Manager.
    - HEERF No-Cost Extension meeting with Budget Manager.
    - Investment Advisor staff meeting with Comptroller and Accounting Group Manager.
  - Human Resources:
    - Enterprise Resource Planning (ERP) new software selection meeting with HRIS Manager.
    - Office of Human Resources department staff meeting with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Facilities Planning and Construction:
    - Coordinated Council Committee meeting items discussion with Director of Facilities Planning and Construction, FPC Project Managers, and FAS Project Manager.
    - Facilities projects review with FAS Project Manager.
    - 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.
    - Weekly Facilities Planning and Construction staff meetings.

- Purchasing:
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- Accountability, Risk, and Compliance:
  - Fraud Survey responses review with Director of Accountability, Risk, and Compliance.
  - Insurance claim review with Risk Manager.
  - Senate Bill 18 Compliance Assessment meeting with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
  - TASB items for Board Retreat and Leave Policy review meeting with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
- COVID-19:
  - College-Wide Safety Committee meetings to discuss various matters.
  - COVID-19 new training meeting discussion with Director of Accountability, Risk, and Compliance, and COVID-19 Prevention and Response Manager.
  - COVID-19 Testing vendor discussion with Director of Accountability, Risk, and Compliance, and COVID-19 Prevention and Response Manager.
  - COVID-19 Training vendor meeting with Director of Human Resources, Assistant Director of Human Resources, COVID-19 Prevention and Response Manager, Director of Accountability, Risk, and Compliance, HRIS Manager, and other HRIS Support Staff.
  - 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.
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with Institutional Equity Manager.
- Other Meetings:
  - 2019 – 2021 Institutional Effectiveness (IE) Plan final review meeting with FAS Administrative Officer.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board Work Session on Master Plan vs current needs.
  - Construction Area for President and VP Budget Transfers.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - HEERF Funds meeting review with Faculty Senate President-Elect.
  - Hidalgo County Check signing event at the Nursing and Allied Health Campus.
  - IT Consulting Services vendor meeting to discuss their services.
  - McAllen State of the City Address event luncheon.
  - Mid-Valley campus Building H insurance claim status updates with Director of Facilities Planning and Construction, Director of Accountability, Risk, and Compliance, Risk Manager, Director of Purchasing, and Director of Facilities Operations and Maintenance.
  - Office of the Vice President for Finance and Administrative Services staff meetings.
  - Overview of several matters with the Chief Assistant to the President regarding Board agenda and items for the President.
  - Parking software discussion with FAS Project Manager.
  - Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
  - Professional Development Day agenda items review with FAS Project Manager.
  - Public Adjuster and other ARC items review with Director of Accountability, Risk, and Compliance, Risk Manager, Director of Facilities Planning, and Construction, Director of Facilities Planning, and Maintenance, and FAS Project Manager.
  - Reviewed Finance and Facilities Agenda items with College President.
  - Staff Association discussion meeting with Director of Human Resources, and FAS Administrative Officer.

- STC Foundation meeting with VP for Institutional Advancement and Economic Development, VP for Information Services, Planning, Performance, and Strategic Initiatives and Board Liaison.
- Student Catalog approvals meeting with FAS Project Manager.
- TACCBO meeting to review Treasurer position matters.
- Technology Support fee motion review with Director of Human Resources and Comptroller.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - College-Wide Professional Development Day.
  - TACCBO CFO Meeting.

## PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - Business Office:
    - Budget and Staffing for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - Frozen Position Analysis Report.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - HEERF III Use of Funds Quarterly Report & Expenditures.
    - HEERF Funds No-Cost Extension letter.
    - HEERF Funds Reconciliations.
    - Tuition and Fee Revenue reports for Fall 2021.
  - Facilities Planning and Construction:
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - 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.
    - Air Purifiers Award review.
    - Air Purifiers purchase review with Legal Counsel.
    - Auxiliary Reserve review.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Budget Cycle, Sick Leave, and TASB policies review for PAS meeting.
    - Budget Transfer approvals.
    - Continuing Disclosure review.
    - Continuing Education Building project review.
    - COVID-19 Testing Sites Contract Agreement and Logistics.
    - Credit Card and Budget review for Institutional Advancement and Economic Development.
    - FAS Accounts Reconciliations.
    - FAS KeyNote for Professional Development Day.
    - Finance & Facilities Committee Agenda items review with the President and Staff.
    - Food Services Specialist Position request.
    - Food Services vendors review.
    - Headcount and Credit Hour Report.
    - Management Report files for meetings.

- One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees.
- Pay Plan and Compensation Study review.
- Plan for President's Office in Building A.
- Plant Funds Expenditure Approvals.
- Police Department Report.
- President's Meeting Backup Documents.
- Public Information Requests.
- Public Relations Credit Card use.
- Request from Trustee on vendor invoices and contract.
- Review and Approval of Documents.
- Sick Leave Policy and TASB Conversion review.
- STC Foundation documentation review.
- Student Activities Fee uses review.
- TACC Administrative Survey Report review.
- Tax Abatement Finance agenda item review.
- Technology Support fee agenda item review with Legal Counsel.
- TimeClock Plus (TCP) approvals.

- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (January 2022).
  - Overtime Reports - Hours Worked by Employee (January 2022).
  - Salary Savings Reports (January 2022).
  - TCP Verification Reports (January 2022).
  - Travel by Employee Reports (January 2022).
  - Vacancy Reports (January 2022).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at February Finance, Facilities, and Board meetings on the following items:
    - Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2022-009 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria
    - Amend and Restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements
      - ⇒ Monte Cristo Windpower, LLC
      - ⇒ La Joya Windpower, LLC
      - ⇒ West Willacy Windpower, LLC (Monte Alto)
    - Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement
    - Monte Alto II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application, Agreement, and Resolution 2022-010 Approving the Agreement
    - Award of Proposals, Purchases, and Renewals
    - Renewal Agreement for Financial Advisor Services
    - Renewal Agreement for Continuing Disclosure Services
    - Award External Auditor Services
    - Legal Services Modification Agreement
    - Disposal of Surplus Property Valued at $5,000 and Over
    - Proposed Tuition and Fees Schedules for FY 2022 – 2023
    - Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
    - Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
    - Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees
    - Proposed Budget Amendment for FY 2021 – 2022

- Use HEERF Institutional Funds to Discharge Additional Student Debt for Summer 2020, Fall 2020, Spring 2021, Summer 2021 and New Student Debt for Fall 2021
- Award for Outstanding Achievement in Popular Annual Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA)
- Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2021
- Starr County Tax Resale Private Bid and Resolution #2022-011 Authorizing Tax Resale Bid
- Quarterly Investment Report for Quarter Ending November 30, 2021

- Reviewed the following agenda items for the board meeting:
  - Update on Pecan Campus Ann Richards Administration Building A Renovation for the President's Office
  - Update on Pecan Campus Ann Richards Administration Building A Renovation for the Vice President for Institutional Advancement and Economic Development's Office
  - Contracting Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F
  - Approval on Schematic Design of the Starr County Campus Workforce Program Projects
  - Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Program Projects
  - Approval of Substantial Completion of the Deferred Maintenance of District-Wide Roofs at Mid Valley Campus
- Started working on the following items for <u>March</u> Finance, Facilities, and Board meetings:
  - Award of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement
    A. Award of Proposal
        1) Risk Management Consultant Services (Award)
  - B. Rejection of Proposal
        2) Purchase of Heavy-Duty Trucks - II (Reject)
  - C. Purchases and Renewals
    a. Instructional Items
        3) 3D Metal Printer (Purchase)
        4) Fire Science Training Simulator (Purchase)
        5) Instructional Equipment, Software, and Materials (Purchase)
    b. Non-Instructional Items
        6) Consultant Services Contract (Purchase)
    c. Technology Items
        7) Computers, Laptops, and Tablets (Purchase)
        8) Network Equipment (Purchase)
  - D. Interlocal Agreement
        9) State Records Inquiry Access Agreement (Purchase/Renewal)
  - Disposal/Recycle of Technology and Electronic Items with an Original Value of $5,000 and Over
  - Operation of the College Bookstore Second Contract Modification
  - Revised Appraisal District Allocated Cost Payments for the 2022 Assessment Fees for Hidalgo County
  - Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees
  - Proposed Budget Amendment for FY 2021 -2022
  - FY 2022 – 2023 Budget Development
  - Amend TASB Risk Management Fund Interlocal Participation Agreement (IPA)
  - Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and the Office of Institutional Equity
  - Approval to Contract Engineering Services for the Pecan Campus East Drive Resurfacing
  - Approval to Contract Engineering Services for the Pecan Campus South Academic Building J Generator Replacement and for the Nursing and Allied Health Campus NAH East Building A Generators Replacement

    - Approval to Contract Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
- Finance and Administrative Services Administrative Officer worked on the following items:
  - Attended the Board Master Planning Meeting where the main topic was reviewing projects involving buildings.
  - Board Meeting Tasks:
    - Worked with Associate Comptroller to update HEERF Funds Reports for Board Meeting
    - Legal Counsel Contract: Created motion to update payment requirements to a monthly fee
  - Tuition and Fees for Academic Affairs and Library
  - Consolidated working schedules from other colleges as a reference point to update the STC working schedule.
  - Continued working with Academic Affairs Executive Administrative Assistant to improve the Internal LHE Calculator:
    - Began reviewing how to manage LHE payments for substitutions
  - Finalized TASB Leave Policy motion.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Meeting with Comptroller, Associate Comptroller, Accounting Group Supervisor, Executive Academic Affairs Administrative Assistant and Director of Purchasing to review/modify our current membership procedures and documentation.
  - Part of Academic Affairs Interview Committee, interviewed two candidates for the Academic Affairs Operations Officer position.
  - Reviewed the 2019-2021 IE Plan Cycle for the 10 departments under Finance and Administrative Services (FAS). Worked with multiple FAS directors to make the necessary adjustments.
  - Reviewed the Comprehensive Operational Plan (COP) for the Office of the Vice President for Finance and Administrative Services and Human Resources and made updates suggested by Director of Institutional Effectiveness, Assessment and Accreditation.
  - Reviewing Public Relations expenses/credit card:
    - Increase Public Relations budget
    - Generate two new expense codes
  - TASB Leave Policy meetings with Director of Human Resources, Assistant Director of Human Resources and Benefits Manager to continue updating the policy.
  - Updated the COVID-19 calculator.
- Project Manager worked on the following items:
  - Assisted Facilities Operation and Maintenance and Graphic Designer on a QR code poster on product availability.
  - Attended a practice run with guest speaker and the I.T. department to go over logistics for Professional Development Day.
  - Attended and coordinated the morning session of Professional Development Day.
  - Attended Coordinated Operations Council (COC) meeting and wrote notes.
  - Attended the Special Board Meeting and worked on supporting documents.
  - Coordinated the FY 2022 – 2023 Online Catalog updates with the Department of Public Safety, Cashiers, and Human Resources.
  - Coordinated the kitchen equipment move with the Department of Facilities Operation & Maintenance, Facilities Planning & Construction, I.T. Department, and the Purchasing Department.
  - Created the Coordinated Operations Council (COC) meeting agenda and started working on backup for the meeting.
  - Finalized the Master Plan Project Evaluation vs. Current Needs Matrix for discussion at the Coordinated Operations Council (COC) meeting.
  - Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
  - Prepared and finalized President's Cabinet meeting packet.
  - Prepared the monthly construction report included in the Facilities Committee packet.

- Registered all Finance and Administrative Services employees to attend the Professional Development Day morning session.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
- Reviewed and provided feedback regarding the T2 parking software board motion.
- Reviewed contract agreement with T2 Parking Software and requested legal counsel's review.
- Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.
- Wrote a keynote memo to all Finance and Administrative Services employees, notifying them about Professional Development Day.

## BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Academic Calendar for Fiscal Year 2023-2024.
- Action plan for Cashier vacancies.
- Administrative Cost Allowance with Accounting Group Manager.
- AT&T FY 2022 approved redirection request discussion with Grant Management & Compliance.
- Award notification call with Director of Grant Compliance and staff from President's office.
- Banner Security Project.
- Banner User Group (BUGs) meeting.
- Cabinet items with the Vice President for Finance and Administrative Services.
- Cashier interviews.
- Continuing disclosure motion and agreement.
- Copier leases with Business Office and Purchasing staff.
- External Auditor request for qualification meeting with Business Office staff.
- Financial Manager budget reports testing with the Business System Analyst.
- GASB 87 Leases action plan with Construction Accountant.
- Grant Initiating meeting for Accelerating Credentials of Purpose and Valued Grant with Grant Management & Compliance Department.
- Grant Initiating meeting for City of Weslaco Economic Development with Grant Management & Compliance Department.
- Grant initiation meeting for Texas Reskilling 3 Grant.
- Higher Education Emergency Relief Fund (HEERF) No-Cost Extension with Vice President of Finance and Administrative Services and Business Office staff.
- Image Processing Systems (IPS) Project Charter review with Accounts Payable Supervisor and Information Technology.
- Independent audit report requested by grantor with Student Transportation Coordinator.
- Industry Training and Economic Development (ITED), Continuing Professional and Workforce Education (CPWE) Revenue and Expense with Business Office staff.
- IPS Project Charter review with Accounts Payable Supervisor and Information Technology.
- Management report training session with Business Office staff.
- Manager meeting with Accounting Group Managers and Associate Comptroller.
- Membership procedures update with Business Office and other College staff.
- Monthly report collaboration with Associate Comptroller and Budget Maintenance.
- Moody's Credit Rating.
- New Employee Orientation with new Business Office staff.
- New Jersey State Income Tax Payroll Payment with Business Office staff.
- Notice Of Employment (NOE) Spring 2022 with Grant Management & Compliance and Nursing Program.
- Open Educational Resources Development Grant - Math Courses meeting with Texas Higher Education Coordinating Board to discuss payment status and project questions.

- Personnel issues with Human Resources Administrators.
- PNC Bank credit card fund adjustment calculation and credit card setup.
- Popular Annual Financial Report (PAFR) revisions with graphic designer.
- President's Administrative Staff meeting.
- Review 1042 documentation with Accounts Payable Supervisor.
- Skills Development Initial Resolution Letter call.
- Tax abatement applications and agreements.
- Technology Support Stipend Teams call with Human Resources and the Vice President for Finance and Administrative Services.
- Texas Community College Teachers Association (TCCTA) membership request with Business Office staff and other College staff.
- Texas Workforce Commission Grant.
- Travel Assistant interviews.
- Weekly status meeting for the Accounts Payable automation system.
- Trainings or Webinars:
  - College-Wide Professional Development Sessions
  - IOFM-Winter 2022 Financial Operations Summit
  - Mandatory Supervisor training with Human Resource
  - NACUBO 2022 - Intermediate Accounting and Reporting for Colleges and Universities
  - Oracle HCM Cloud Demo with South Texas College

## PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on January 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 Assistant applicants
  - Grant Revenues and Expense Report FY22

| Bank No. | 21-Sep | 21-Oct | 21-Nov | 21-Dec | 22-Jan | 22-Feb |
|---|---|---|---|---|---|---|
| 01 E&G | 253 | 328 | 303 | 365 | 272 | 324 |
| 01 Direct Deposit | 83 | 179 | 160 | 175 | 119 | 154 |
| 03 Student | 13,530 | 1,934 | 1,164 | 183 | 15,996 | 7,424 |
| 12 I&S Taxes | - | - | - | - | - | 1 |
| 16 I&S Bond | - | - | - | - | - | - |
| 17 Plant | 2 | 6 | 11 | 9 | 1 | 3 |
| 17 Direct Deposit | 1 | - | 1 | 2 | | - |
| 31 Virtual Card | 268 | 281 | 228 | 254 | 217 | 315 |
| 32 AP Card | 2 | 4 | 3 | 2 | 3 | 3 |
| 37 Unexp-LT Bond Series 2015 | - | - | - | - | - | - |
| 38 Unexp-LT Bond Series 2014 | - | - | - | - | - | - |

- Budget and Reporting:
  - Budget Development Assistance
  - Food Expenditures Report
  - FY 2022 Budget Amendment Initiatives, Motion, and Presentation
  - FY 2022 Budget Amendment motion, journal entries, and budget transfers
  - FY 2022 Detailed Budget Book for Vice President for Finance and Administrative Services

- FY 2022 Fund Balance Designation and Release of Designations motion
- FY 2023 Budget Development Alert Notice and Guidelines
- FY 2023 Budget Development Clean Up
- FY 2023 Budget Development Instructions
- FY 2023 Budget Development Motion and Presentation
- FY 2023 Budget Roll Testing and Roll in Production
- FY 2023 Budget Scenarios
- FY 2023 Faculty Step Scenarios
- Higher Education Emergency Relief Fund (HEERF) No Cost Extension Request
- Higher Education Emergency Relief Fund Expenditure Research
- Payment for Coronavirus Training and Retention Motion
- Public Relations Expenditure Report
- Request for Revision to FY 2023 Operating, Travel, and Capital Expense Budgets form
- Retention Incentive Payment for Employees Working Fully Remote motion
- Technology Support Stipend
- Temporary Agency Budget and Expenditures Report

- Cash Management/ Special Projects/ Office Support:
  - Popular Annual Financial Report for FY 2021
  - Property, Casualty Insurance RFP forecast for Risk Management
  - Collection Report for January 2022

| Bank No. | #of Checks/DD Cycles | # of Checks/Direct Deposit |
|---|---|---|
| 01 E&G | 5 | 329 |
| 01 Direct Deposit | 5 | 141 |
| 02 Payroll | 11 | 165 |
| 02 Direct Deposit | 3 | 2,052 |
| 03 Student | 5 | 7,424 |
| 12 I&S | 1 | 1 |
| 16 I&S | 0 | 0 |
| 17 Plant | 2 | 3 |
| 17 Plant Direct Dep. | 0 | 0 |
| 38 Bond Series 2014 | 0 | 0 |
| **Total** | 32 | 10,115 |

| Description | Number of Transactions |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 22 |
| Bank Transfers between Bank Accounts | 46 |
| Wire Transfers for Benefits, New Investments, and International | 4 |

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Board and management reports and staff continues to work on monthly reconciliations
  - Backup documentation for the Delinquent Tax Attorney (DTA) motion
  - Continuing Disclosure Service Motion
  - Financial Advisor Services renewal motion
  - Completed 74 monthly reports during the month of February 2022

| Duties | Total |
|---|---|
| Approval Queues - Requisitions Approved | 15 |
| Bank Reconciliations | 8 |
| Board and Management Reports Prepared | 74 |
| Board and Management Reports Reviewed | 313 |
| Cancelled checks provided to AP / Payroll | 12 |
| Check verification for AP / Payroll/Student | 41 |
| Construction budget transfers reviewed and approved | 41 |
| Copies of booklets/journal entries requested | 11 |
| Deposits prepared | 19 |
| Download bank info, convert bank statements to PDF and download excel information for reconciliation | 2 |
| Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts | 35 |
| Download of Year End Reports and Monthly and Daily, including closed | 1.75 |
| Returned mailed checks - Logged and Filed | 72 |
| Returned Mailed checks - Disbursement | 123 |
| Emails - answered, prepared, initiated | 747 |
| Emails - received and read | 1,266 |
| Financial manager changes | 11 |
| FOAP created including activity codes and FOAP updates | 293 |
| Hours Filing and organizing of Journal Entries and boxing | 7 |
| Hours used for scanning - estimated | 30 |
| Hours used to log Scanned JE | 26 |
| Hours used to prepare documents for scanning | 4 |
| Hours used to compile and scanning LRGVDC backup | 20 |
| Donations - telephone calls received - FOAP questions | 64 |
| General Accounting Daily Banner Reports | 220 |
| Interdepartmental Transactions reviewed and submitted | 62 |
| Interdepartmental Transactions submitted | 62 |
| Invoices and encumbrances reviewed | 59 |
| Journal entries prepared | 70 |
| Journal entries processed including FUPLOAD | 740 |
| Journal entries- transactions processes | 4,118 |
| Journal entries/documents scanned | 1,340 |
| Journal Entries Logged | 1,310 |
| Journal Entries Filed and Organized including creation of labels | 1,550 |

| Duties | Total |
|---|---|
| Journal Entries reviewed | 102 |
| Positive Pay Exemption-Number of checks researched/verification | 14 |
| Record Retention - labeled boxes | 10 |
| Requisitions prepared | 1 |
| Stale dated list prepared | 3 |
| Stale dated letters mailed | 119 |
| Stale dated letters returned and logged | 12 |
| Stop payments processed (includes stale dated checks) | 422 |
| Transactions removed from bank reconciliation | 3,517 |
| Professional Development - hours - Attended | 24.5 |
| AGM and accountant meeting | 1 |
| Banner Testing hours/training - Hours Used-Gomer-FUPLOADS | 4.5 |
| Number of Motions Prepared and Submitted to VP office | 6 |
| Motions-prepared, revised, reconciliations, prepare backups | 4 |
| Training - HR webinar | 4 |
| Special Project - GASB 87 Leases - hours | 5 |
| Special Project - Prepared donation email for payroll deduction- IRS | 19 |
| Special Project - Rename account codes - hours | 8 |
| Meetings - Met with internal and external departments. Entities - hours | 4 |

| Description | Feb-22 |
|---|---|
| General Journal Entry (Intra-Fund) (JE 15) | 125 |
| General Journal Entry (Inter-Fund) (JE 16) | 87 |
| Cash Receipts (CR 05) | 529 |
| Encumbrance Liquidation (E032) | 2 |
| Encumbrance Liquidation (E020) | 2 |
| Encumbrance Liquidation (E035) | - |
| Encumbrance Liquidation (E037) | - |
| General Ledger Beginning Balance (JE05) | 5 |
| General Journal Entry (JE 17) | 2 |
| Misc. Receipt Payments (CA10) | 10 |

- Cashiers:
  - Answered student questions for the Spring 2022 installment due date of February 10, 2022
  - Review accuracy of Dual Credit rules for all residencies
  - Staff reviewed and researched Dual Credit students from each residency to ensure all tuition table rules

| Payroll Processes for the Month Ending February 28, 2022 | |
|---|---|
| Payroll Re-issue Processed | 4 |
| Payroll Cycles | 6 |
| Payroll Checks & DD | 2,511 |
| TimeClock Plus Access Forms Processed | 65 |
| Number of Employees with OT reviewed for OT Memos | 317 |
| NOEs Approved | 599 |
| Salary Budget Transfer Forms Processed | 10 |
| | |

| Number of Employees & Deposits Processed | | | |
|---|---|---|---|
| **Number of Employees** | | **Deposits Processed** | |
| Employees on Monthly Payroll | 1,697 | Internal Revenue Service | 5 |
| Employees on Semi-Monthly Payroll | 76 | Bank Transfers | 5 |
| | | | |
| **Timecards Processed** | | **Stop Payment Processed** | |
| (Waged 12/16 - 12/31) SR01 | 253 | Salaried | 3 |
| (Waged 01/01 - 01/15) SR02 | 261 | Waged | |
| Regular (Salaried: January) MR01 | 3,301 | | |
| Supplemental (Salaried: Jan.) MP01 | 0 | **Void Checks Processed** | |
| Supplemental (Salaried: Jan.) SP01 | 1 | Salaried | 4 |
| **NOE's Approved** | | Waged | 0 |
| Approved NOE's | 599 | | |
| | | **Replacement Checks/DD Processed** | |
| **NOE's Processed** | | Salaried | 4 |
| (Additions, Deletions, Changes) | 267 | Waged | 0 |
| Salaried | 615 | | |
| FLAC (Additions, Deletions, Changes) | 1 | **Salary Budget Transfer Forms Processed** | 10 |
| FLAC | 868 | | |
| | | | |
| **NOE's Processed** | | **Voided Direct Deposits/Checks** | |
| (Additions, Deletions, Changes) | 3 | Salaried | 1 |
| Waged | 76 | Waged | 0 |
| | | | |
| **Payroll Adjustment Worksheets** | | **Hand Cut/PBK** | |
| (Additions, Deletions, Changes) | 22 | Salaried | 0 |
| Salaried: MR01 | 46 | Waged | 0 |
| Salaried: | | | |
| (Salaried:) | | **Checks Processed** | |
| (Additions, Deletions, Changes) | | Salaried | 116 |
| Waged SR01 | 0 | Total Net | $229,733.69 |
| (Waged: SR02) | 2 | | |
| **Liabilities Processed** | | | |
| ORP | 11 | Waged | 40 |
| Annuity | 12 | Total Net | $ 12,098.85 |
| Student Loans | MR-0, SR-0 | | |

| | | | |
|---|---|---|---|
| United Way | 1 | **Direct Deposits Processed** | |
| Child Support | 1 | Salaried | 1,858 |
| IRS Levy | 0 | Total Net | $5,059,345.41 |
| Withholding & FICA | 5 | | |
| Met Life | 1 | Waged | 497 |
| Legal Judgement | 1 | Total Net | $152,914.36 |
| Social Security Administration | 0 | | |
| US Department of the Treasury | 0 | | |
| Pershing LLC | 0 | | |
| | | | |
| **Reports Processed** | | | |
| PNC Bank Direct Deposit File | 5 | | |
| 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:

- 2022 Spring Graduate Commencement Planning Meeting with Planning Team from Campus District Wide.
- Advance Campus Security Authority (CSA) virtual training for Police and Public Safety.
- Advance Clery Compliance Training in Arlington, Texas to discuss different Clery topics.
- Behavioral Intervention Team (BIT) Meetings to discuss threat assessment cases with BIT Members.
- College Safety Committee Meeting to discuss COVID-19 Safety Measures with Administrators Campus District Wide.
- Conference call to discuss a library community user privileges with Dean of Library & Learning Support Services and his team.
- Department of Public Safety Meeting to discuss Fiscal Year 2022 and 2023 Operating and Capital Budget with Police Lieutenant, Parking & Security Services Manager, and Police & Transportation Services Manager.
- Different topic sessions at the Professional Development Training.
- Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Training as required for Police Agency Administrator.
- Finance, Audit, and Human Resources Committee Board Meeting to discuss the proposed parking software with Board Members and Administrators.
- Meeting to discuss some details with proposed Parking Software purchase with proposed vendor and Parking Software Team.
- Presented information to students at South Texas College Criminal Justice Programs at Pecan and Mid Valley Campuses.
- Regular Board Meeting regarding the proposed purchase of Parking Software.
- Teams Clery Campus Security Authority (CSA) Meeting to discuss the process in identifying CSA's with Human Resource Personnel.
- Teams Coordinated Operating Council Meeting to discuss college projects with administrator's campus district wide.
- Teams President's Administrative Staff (PAS) Meeting to discuss different topics with Administrators College Wide.
- Teams Safety Team Meetings to discuss COVID-19 Testing Sites and other safety topics with Vice President for Finance and Administrative Services (FAS) and other Safety Team Members.
- Virtual Texas Commission on Law Enforcement (TCOLE) Secure Share & Background information Training.

## PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Referral sent to Counseling.
  - Referral sent to risk management.
  - Reviewed incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
  - Reviewed request for open records request on an incident report.
- Surveillance Cameras:
  - Completed replacing 10 old cameras at the Mid Valley Campus.
  - Continued working on camera replacement projects at campuses district wide.
- Training:
  - Campus Security Authority (CSA) Training sent to all identified CSA's.
  - Conducted evacuation drill at Building K Starr Campus.
  - Officers attended Basic Instructor Course and Street Combative Instructor Course.
  - Training officers attended the Armor Instructor Course.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Hiring packets for Security Guards, Police Compliance Coordinator, and Security Support Specialist completed and submitted.
  - Interviewed applicants for Security Guard positions.
  - Interviewed applicants for Security Support Specialist position.
  - Interviews held for Security Guards.
  - Scheduled Coordinator of Emergency Preparedness and Training Interviews.
  - Submitted Police Officer position request and search committee forms to Human Resources.
- Purchases and Repairs:
  - Maintenance for police, security, and transportation vehicles.
  - Reviewed and approved requisitions.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
- Shuttle Buses and Parking:
  - Completed Basic Support Service Spreadsheet for Transportation Services.
  - Entered permit reports into our Automated Reporting Management System (ARMS).
  - Hosted 24 Appeals for Appeal Committee Review.
  - Issued 621 parking permits, issued 483 temporary parking permits, replaced 2 parking permits, and processed 3 refunds.
  - Received 20 event parking requests.
  - Submitted Drug & Alcohol Testing Management Information System (DAMIS) Report for 2021.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Submitted Permit Inventory Report to Business Office.
  - Submitted Second Revision of the Interlocal Agreement for Transportation Services between South Texas College (STC) and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021-2022 for signature to STC President. Provided hard copies to STC Purchasing and the LRGVDC.
  - Worked on 187 Citations Report.
- Other:
  - Collected all Campus Security Authority Crime Reporting forms for Calendar Year 2021.
  - Completed Monthly Automated External Defibrillators (AED) log check as per 87th Texas Legislation Senate Bill 199.
  - Continued to provide security/traffic control at the COVID-19 Testing Sites locations at Pecan, Mid Valley, and Starr Campuses.
  - COVID-19 Testing Sites signs placed at Pecan, Mid Valley, and Starr Campuses.

- Finalized overview power point presentation on Department of Public Safety Staffing and Operation to present at the Coordinated Operating Council (COC).
- Issued 7,260 face masks to requesting departments campus district wide.
- Placed Gun Free Zone signs at the Early Voting locations at Pecan and Nursing Allied Health Campuses.
- Provided Security Guard Crosswalk coverage at Pecan Campus.
- Reserved parking spaces and provided extra security at Nursing and Allied Health Building B for a Donation Event Presentation.
- Scheduled Campus Security Authority (CSA) training to all identified CSA's Campus District Wide.
- Started planning for Spring Graduation.
- Worked on reviewing and verifying the 2022 list of Campus Security Authority (CSA) identified by Human Resources.

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2021 4th Quarter Clery Act Committee Meeting.
- Attended the committee evaluation for Facilities Planning & Construction Project Manager position.
- Conducted interviews for Facilities Planning & Construction Project Manager.
- February Board Meeting.
- February Coordinated Operations Council Meeting.
- February Facilities Committee Meeting.
- February President's Administrative Staff Meeting.
- Finance & Administrative Services Directors Meeting.
- Finance & Administrative Services Facilities and Planning meetings.
- Meeting to review Accountability, Risk, and Compliance proposed floor plan and staff moves with Finance & Administrative Services Vice President and College staff.
- Meeting to review February Facilities Committee packet with administration.
- Professional Development Day.
- TEAMS meeting assisting Academic Affairs with interviews.
- TEAMS meeting assisting Purchasing with evaluation of bids.
- TEAMS meeting to discuss Project Manager candidates.
- <u>District-Wide:</u>
  - District Wide Deferred Maintenance of Roofs Nursing & Allied Health and Starr County Campus construction meeting with architect, contractor, and College staff.
  - District Wide Deferred Maintenance of Roofs Nursing Allied Health Campus Building A-air blister discussion meeting with architect, contractor, and College staff.
  - District Wide Deferred Maintenance of Roofs-attended construction progress meeting with architect, contractors, and College staff.
  - District Wide Flooring Replacement Mid Valley Campus Building F-coordination meeting with College staff.
  - District Wide Flooring Replacement Starr County Campus Building H-attended coordination meeting with College staff.
- <u>Mid-Valley Campus:</u>
  - Mid Valley Campus Building H Repair and Renovations of Damaged Roof and Interior Areas-status update meeting.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-meeting to discuss public adjuster contract issues with Finance & Administrative Division staff.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-Pre-qualifications Conference for architectural services.
  - Mid Valley Campus Workforce Center Building D Automotive Lab Expansion, Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom & Outdoor Covered Area, and Welding Lab

Expansion-design kick of meeting with, architect, Facilities Operations & Maintenance, Facilities Planning & Construction, and College staff.

- Nursing Allied Health Campus:
  - Nursing Allied Health East Building A Stair Repairs and Replacement-attended pre-construction meeting with contractor and engineer.
- Pecan Campus:
  - Pecan Campus Building J Generator Replacement and Nursing Allied Health East Building A Generators Replacement-Pre-qualifications Conference for architectural services.
  - Pecan Campus East Drive Resurfacing-Pre-qualifications Conference for engineering services.
  - Pecan Campus Renovation and Expansion of the Existing Pecan Campus Library-meeting to review comments for the 30% Construction Document set with architect and College staff; meeting regarding Building Information Modeling (BIM) software training.
  - Pecan Campus Reseeding and Regrading of Athletic Fields-meeting to review project scope with Student Activities, Facilities Operations and Maintenance, and Facilities Planning and Construction staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Student/Instructors, and Fire Training Area-attended meeting with architect and College staff to discuss proposed relocation due to irrigation easement.
  - Regional Center for Public Safety Excellence Chiller Installation-pre-construction meeting with Johnson Controls Inc., engineer, and College staff
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Couse Lighting-Negotiation meeting with Engineer
  - Regional Center for Public Safety Excellence Two Story Residential Training Structure-Negotiation meeting with Architect.
- Starr County Campus:
  - Starr County Campus Welding Lab Expansion-attended design meeting with architect, engineer, and College staff, meeting with Sara Lozano to discuss expectations of architectural services.
  - Starr County Campus Workforce Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Lab Expansion-TEAMS meeting with Sara Lozano to discuss schematic design additional scope; meeting with architect, engineer, and College staff to review schematic design presentation and scope information for Coordinated Operations Council meeting.

## WORKED ON THE FOLLOWING ITEMS:

- Fact sheets for various projects.
- Fact sheets for various projects.
- February Facilities Committee Meeting agenda and write ups.
- March Board Meeting write up revisions and updated backup from the Facilities Committee Meeting.
- March Facilities Committee Meeting agenda and write ups.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed preliminary Capital Improvement Proposal information from Music Department.
- Worked on Pecan Master Plan updates and new project requests presentation as backup information for the Coordinated Operations Council meeting.
- Worked on portable building occupancies presentation as backup information for the Coordinated Operations Council meeting.
- Worked on preparing hiring documents for replacing Space Management Specialist position.
- District Wide:
  - District Wide Deferred Maintenance of Roofs Mid Valley Campus-performed Substantial Completion Walk-Through with architect, contractor, and College staff.
  - District Wide Deferred Maintenance of Roofs-reviewed contractor change order.

- District Wide Deferred Maintenance of Roofs-reviewed contractor pay applications and change order; performed site visits to verify construction progress.
- District Wide Deferred Maintenance of Roofs-reviewed contractor pay applications and change order.
- District Wide Flooring Replacement Starr County Campus Building H-performed site visit; Mid Valley Campus Student Union Building F-coordinated preconstruction meetings with College staff.
- District Wide Stucco Repainting-worked on development of the construction documents.

- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-reviewed additional services agreement from architect.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-reviewed and provided responses to architect and engineer questions.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-reviewed 100% construction drawings with Facilities Operations & Maintenance, Facilities Planning & Construction and College staff.
  - Mid Valley Campus South Academic Building H-received four request for qualifications for architectural services.
  - 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-reviewed schematic design presentation; reviewed Additional Services proposal and coordinated with architect for required amendment.
- Nursing & Allied Health Campus
  - Nursing Allied Health Occupational Therapy Kitchen Lab Expansion-reviewed architect's design services proposal.
  - Nursing Allied Health Occupational Therapy Kitchen Lab Expansion-reviewed architect's draft Owner / Architect agreement
- Pecan Campus:
  - Pecan Building P Space for Accountability, Risk Management, & Compliance-work on revisions of proposed floor plan.
  - Pecan Campus Building A Renovations for a President's Office-worked with Technology Campus staff to develop interior renderings for the project.
  - Pecan Campus Building A Renovations for President's and Vice President's Office-site visits to verify existing conditions and observe status of construction.
  - Pecan Campus Building A Renovations for Vice President's Office-moved furniture out to prepare space for demolition work.
  - Pecan Campus Building J Generator Replacement and Nursing Allied Health East Building A Generators Replacement-received five request for qualifications for MEP engineering services.
  - Pecan Campus Building J Generator Replacement and Nursing Allied Health East Building A Generators Replacements-reviewed Statements of Qualifications for engineering services.
  - Pecan Campus Continuing Education Building-worked on proposed site plans and PowerPoint presentation; worked on updated proposed construction cost estimates.
  - Pecan Campus East Drive Resurfacing-received six request for qualifications for civil engineering services.
  - Pecan Campus East Drive Resurfacing-reviewed of Statements of Qualifications for engineering services.
  - Pecan Campus Renovation and Expansion of the Existing Pecan Campus Library-reviewed 30% Construction Document set.
  - Pecan Master Plan updates and new project requests presentation as backup information for the Board Workshop meeting; worked on write-ups and the compiling of the Board Workshop packet.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-coordinated for revised Owner/Contractor Agreements from Johnson Controls.
  - Regional Center for Public Safety Excellence Chiller Installation-coordinated pre-construction meeting with Johnson Controls Inc., engineer, and College staff.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Couse Lighting-reviewed proposal for engineering services from engineer.

- Regional Center for Public Safety Excellence Two Story Residential Training Structure-reviewed proposal for architectural services from architect.

- Starr County Campus
  - Starr Workforce Center Building D Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-reviewed schematic design presentation for Coordinated Operations Council meeting and provided comments to architect for revisions.
  - Starr Workforce Center Building D Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-reviewed schematic design presentation for Facilities meeting and provided comments to architect for revisions.
- Technology Campus
  - Technology Campus Solar Panel Structures-reviewed architectural design services proposal from architect.
  - Technology Campus Solar Panel Structures-reviewed draft Owner/Architect agreement from architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Association of Energy Engineers webinar: Decarbonizing Building Portfolios: The Industry Transition from Energy Reduction to Decarbonization.
- Association of Energy Engineers webinar: Energy Simulation by Using eQuest Software.
- Board Work Session on Master Planning with the Board of Trustee from South Texas College.
- College-wide Safety Meeting with the Vice President for Finance and Administrative Services. ((several meetings throughout the month).
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.
- Facilities Operations Council meeting with the Facilities Planning & Construction department.
- Facilities Operations & Maintenance Manager's meeting to gather department updates. (several meetings throughout the month).
- Finance & Administrative Services Safety Meeting with the Vice President for Finance and Administrative Services. (several meetings throughout the month).
- Initial Meeting with new Public Adjuster and the Risk Manager of Accountability, Risk and Compliance.
- Mid Valley Campus Automotive Lab, HVAC Classroom Lab, and Welding Lab Expansions - Design Kick Off Meeting with the Facilities Planning & Construction department.
- Mid Valley Campus Building H status update meeting with the Vice President for Finance and Administrative Services.
- Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas – Request for Qualifications Evaluation with the Facilities Planning & Construction department.
- Pecan Campus Library Renovation 30% Drawing meeting with the Dean of Library and Learning Support Services.
- Public Adjuster and other ARC items with the Vice President for Finance and Administrative Services.
- Regional Center for Public Safety Excellence Chiller Installation - Pre-Construction Meeting with the Facilities Planning and Construction department.
- Request for Qualifications 21-22-1041 - Dr. Ramiro R. Casso - Nursing and Allied Health Campus East Building A and Pecan Campus South Academic Building J Generator Replacements - Pre-Qualifications Conference.
- Request for Qualifications 21-22-1041 - Dr. Ramiro R. Casso - Nursing and Allied Health Campus East Building A and Pecan Campus South Academic Building J Generator Replacements – Receiving of Qualifications with the Facilities Planning and Construction department.
- Request for Qualifications 21-22-1044 – Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas - Pre-Qualifications Conference.

- Request for Qualifications 21-22-1044 – Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas – Receiving of Qualifications with the Facilities Planning and Construction department.
- Starr County Campus Deferred Maintenance of District Wide Roofs meeting with the Facilities Planning and Construction department.
- Workshop #215741: Finance & Administrative Services Division Professional Development.
- Workshop #220101: Get Organized! Time Management Tips Professional Development.
- Workshop #218994: Microsoft Planner Level 100 Professional Development.

## PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Elevator at building V is down due to necessary replacement of belts. Otis Elevator is scheduling repair.
    - Holt Cat came out to service generators at building M and building V.
  - Nursing & Allied Health Campus
    - Met with TLC regarding high water consumption.
    - Six Shooter Soft Wash serviced.
  - District Wide Campuses
    - Continued to work on resolving all Winter Break inspection issues. Several pending due to parts shortage.
    - Met with TLC in preparation of spring cutting season, going back to one cut per week.
    - Met with Custodial and Maintenance managers regarding new uniform order. Still pending one sample for review.
    - Typical pest control issues and equipment rentals.
- Custodial Department:

| Duties | Number of Requests |
|---|---|
| Set-Ups | 349 |
| Moves/Relocations | 55 |

- Maintenance Department Work Orders and Expenditures:

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 197 | $3,776.09 |
| Electrical | 113 | $9,053.93 |
| Energy Management | 53 | $894.25 |
| HVAC | 91 | $11,160.15 |
| Locksmith | 137 | $894.59 |
| Painting | 49 | $1,068.89 |
| Plumbing | 95 | $18,665.01 |
| Plant Services | | $33,651.87 |
| Tools/ Equipment | | $363.27 |
| **Total Cost** | | **$79,528.05** |
| General Maintenance | 3 | |
| **Total Work Orders** | **738** | |

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - College Safety Committee meeting.
  - COVID-19 Employee Communicable Disease Form process training with Human Resources staff.
  - COVID-19 employee training video with Public Relations staff and departmental staff.
  - COVID-19 February vaccination clinic logistics for Pecan Campus with Facilities Operations and Maintenance staff.
  - COVID-19 on-site testing issue with testing services vendor staff, Chief of Police, COVID-19 Prevention and Response Manager, and departmental staff.
  - COVID-19 procedures for employee reporting with Human Resources staff.
  - COVID-19 procedures for student reporting with Director of Counseling and Student Accessibility Services.
  - COVID-19 reporting form email notice with Information Technology staff.
  - COVID-19 second employee training with Human Resources staff and Vector Solutions Representative.
  - COVID-19 Specialist job position interviews with Counseling and Student Access Services staff and Human Resources staff.
  - COVID-19 staff reporting procedures with Web Design Specialist and also with departmental staff.
  - COVID-19 Student Communicable Disease Form process training with Director of Counseling Services staff.
  - COVID-19 student/employee new reporting forms training with Web Design Specialist.
  - COVID-19 testing operations and testing services vendor concerns with South Texas College President and Vice President for Finance and Administrative Services.
  - COVID-19 testing site functioning status with testing vendor.
  - COVID-19 testing site functioning status with Vice President for Finance and Administrative Services and departmental staff.
  - COVID-19 vaccination clinic for Nursing and Allied Health Center logistics with Custodial Manager staff.
  - COVID-19 vaccination clinic logistics with Hidalgo County Health Department.
  - COVID-19 vendor testing concerns and issues with testing services vendor and College staff.
  - Hosted COVID-19 training sessions for College-Wide Professional Development Day.
  - Pandemic interview questions for employee training video with Internal Medicine Physician and also with Pulmonologist.
  - Pecan and Mid-Valley Campuses testing site visits.
- Insurance and Risk Management:
  - Auto insurance for Commercial Driver's License Program with Director of Professional and Workforce Education.
  - Foreign Insurance/South Texas College foreign training programs with Dean of Industrial Training and Economic Development.
  - Fraud Survey with Vice President for Finance and Administrative Services.
  - Incident Report – Employee Illness/Injury with Human Resources staff.
  - Insurance claim/public adjuster for Mid Valley Campus Building H with Vice President for Finance and Administrative Services, Director of Purchasing, Director of Facilities, Operations and Maintenance, and Director of Facilities Planning and Construction.
  - Insurance items for intramural sports with Student Activities and Wellness staff.
  - Insurance Liability Coverage Agreement with Texas Association School Boards (TASB) staff and Montalvo Insurance.
  - Insurance matters with Risk Management Consultant.
  - Insurance Request for Proposal, Public Adjuster, and Risk Management Consultant Request for Proposal with Director of Purchasing.
  - Letter to Public Adjuster with Vice President for Finance and Administrative Services staff.
  - Owner-Controlled Insurance Program (OCIP) claim for Pecan Campus, Building P with attorney, adjuster, staff and Vice President for Finance & Administrative Services.

- Owner-Controlled Insurance Program (OCIP) Claim on window testing with Vice President for Finance and Administrative Services staff.
- Property damage claim matters with Public Adjuster and Director of Facilities Operations and Maintenance.
- Property insurance claim for Mid Valley Campus Building H with Public Adjuster.
- Public Adjuster matters with Risk Management Consultant and Director of Facilities Operations and Maintenance.
- Risk Management Consultant contract with Purchasing staff.
- Student insurance for intramural sports with Vice President for Finance and Administrative Services and departmental staff.
- Testing of windows for Pecan Campus Building P with Facilities, Operations and Maintenance staff, Attorney, and Amtech staff.

- Other:
  - College-Wide Professional Development Day; co-hosted and attended sessions.
  - Finance and Administrative Services Division Workshop with Office of Professional and Organizational Development staff.
  - Finance and Administrative Services Safety Team Meeting.
  - Local policy and current College policy on permitting alcohol consumption on campus.
  - People Admin process maps with Human Resources Information Systems Manager.
  - Senate Bill 18 meeting with Vice President for Finance and Administrative Services, departmental staff, and Compliance Support Specialist.
  - Weekly department huddles.
- Records Management and Retention:
  - Processing of retention records with Nursing and Allied Health Staff.
  - Rearrangement of retention boxes at Record Retention Centers with Shipping and Receiving staff.
  - Record retention for Library materials with Associate Dean of Library Services, Library Services staff, and departmental staff.
  - Shredding services invoices with variances status update with Accounting Group Supervisor.
  - Shredding services invoices with variances with Purchasing Buyer and shredding services vendor.
  - Texas State Library and Archives Commission (TSLAC) Retention Schedule assistance with Learning Commons and Open Labs staff.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Phase 1 local model policies with Chief Assistant to the President.
  - Policy Manual mock webpage and updates with Web Specialist.
  - Policy DEC with Vice President for Finance and Administrative Services.
  - SharePoint approval workflow process with Web Design Specialist and Accountability, Risk, and Compliance Support Specialist.
- Title IX:
  - Section 504 with Title IX Coordinator and Title IX Liaisons.
  - Title IX ATIXA recap with Title IX Coordinator.
  - Title IX Meetings with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Team Introduction with Title IX Coordinator and Title IX Deputy Coordinator.
  - Title IX TNG Agreement with Title IX Coordinator and Contracts Manager.

## PROJECTS IN PROGRESS:

- COVID-19:
  - COVID-19 daily/weekly reports, testing site reports, restock of daily masks, questions, and feedback on protocol inquiries from staff and students.
  - COVID-19 employee training video; Public Relation interview.
  - COVID-19 new general notification.
  - COVID-19 employee training video; interviewed by Public Relations staff.
  - COVID-19 Pecan Campus vaccination clinic logistics.

- COVID-19 PowerPoint presentation for College-Wide Professional Development.
- COVID-19 staff reporting procedures.
- COVID-19 Student/Employee new reporting forms.
- COVID-19 training video coordination/physician interviews.
- Facilitation of COVID-19 vaccination clinic for Nursing and Allied Health Campus.

- Insurance and Risk Management:
  - College-owned Property Damage Incident Report.
  - Consultant's Report for Mid Valley Campus Building H and Public Adjuster Contract
  - Fiscal Year 2022-2023 Insurance Request for Proposal.
  - House Bill 3834; Cybersecurity Training test work matrix, transcript notation.
  - Illness/Injury Incident Report – Employees.
  - Illness/Injury Incident Report – Students.
  - Incident Report Forms; Employee Injury/Illness, Student Injury/Illness, Visitor.
  - Incident Reporting Procedures.
  - Insurance Request for Proposal.
  - Letter to Public Adjuster.
  - Owner-Controlled Insurance Program (OCIP) claim for Pecan Campus Building P.
  - Public Adjuster correspondence draft on Mid Valley Campus Building H property insurance claim.
  - Research and participate in safety training videos for supervisors and general workplace.
  - Reviewed Public Adjuster Contract.
  - Reviewed Texas Association School Boards (TASB) Liability Coverage Agreement.
  - Risk Management Consultant Request for Proposal.
  - South Texas College Workforce Student Accident Insurance Report.
  - Texas Association of School Boards (TASB) invoices; review and approval.
  - Timeline for Public Adjuster on Mid Valley Campus Building H property insurance claim.
- Records Management and Retention:
  - Record Coordinator notification on essential records draft.
  - Retention Center Inventory: continued reviewing and updating record retention processed boxes, Business Office retention boxes updates.
  - Review destruction records for accuracy.
  - Review the record non-standards.
  - Reviewed destruct records and compared against RCI reports for accuracy.
  - Shredding services invoices with variances research.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board motion; review and revisions.
  - Board Policy Manual webpage mockup.
  - Localization PowerPoint presentation updates and revisions.
  - Policy DEC and related policies.
  - Policy Referenced by Phases.
  - President's Administrative Staff and Planning and Development Council Policy Review Period Notification.
  - SharePoint approval workflow follow-ups.
  - Transition Phase 1
    - Crosswalk.
    - Policies by Policy Owner.
    - Status Matrix.
  - Transition Phase 2
    - Crosswalk.
  - Transition Phase 3
    - Crosswalk.
- Title IX:
  - Section 504 updates; 504 Case Status List, 504 Maxient Case List, and 504-ADA Procedures Draft, and 504 Meeting Notes.

- Title IX updates and review:
  - Title IX Case Status Report.
  - Title IX Closed Case List.
  - Title IX Header Template.
  - Title IX Incidents of Sex-Based Harassment or Discrimination Process Map.
  - Title IX Master Case List.
  - Title IX Pregnancy and Parenting Case List.
  - Title IX Procedures.
  - Title IX Project Status.
  - Title IX Student Orientation webpage.
  - Title IX Students, Employee, and Community Members process map.
  - Title IX Webpage mockup.
  - Title IX Weekly Cabinet Report.
- Other:
  - Board motion for Cell Phone and Technology Resource stipend.
  - Board motion for student insurance for intramural sports.
  - Compilation of public relation documents for Board policy webpage.
  - Policy #4213: Drug Free Workplace and Alcohol-Free Workplace and Campus; draft, revisions and Board Motion.
  - Researched local policies concerning alcohol consumption on campus.
  - Researched Texas community colleges on hours of operation.
  - Senate Bill 18 Compliance Assessment revisions.
  - 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 thirty (30) 1295 Forms with the Texas Ethic Commission.
- Attended February Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Meet with the following vendors to discuss the campus dining contract awards: Pappa's Pizza, Atencion Selecta, All Affairs and Occasions, Taco Palenque, and Cornerstone Catering.
- Participated in a TEAMS meeting with Student Services to discuss the Spring 2022 graduation ceremonies.
- Participated in a TEAMS meeting with VP Elizondo, Rick De La Garza, George McCaleb to discuss the Mid Valley Campus Bldg. H public adjuster services.
- Participated in a zoom meeting with the Business Office and Citi Bank related to p-cards.
- Participated in a zoom meeting with the Business Office and PNC Bank to discuss pending items.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the South Texas College – College Wide Professional Development Day.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Reviewed and negotiated changes to forty (40) vendor agreement/contracts.

### PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved five hundred one (501) online Banner requisitions.

- Created or updated ninety-six (96) new/existing vendor W-9 forms, which were created or updated in Banner.
- Disapproved two hundred twenty-eight (228) online Banner requisitions.
- Processed change orders for goods and services.
- Processed six hundred twelve (612) purchase orders.
- Reviewed and updated Department procedures as needed.
- Submitted ten (10) new records and updated five (5) 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: 21-22-1042 Campus Dining and Food Truck Services – Starr County Campus
  - Request for Proposals: 21-22-1043 Purchase of Heavy-Duty Trucks – II
  - Request for Proposals: 21-22-1045 Risk Management Consultant Services
  - Request for Qualifications: 21-22-1040 Civil Engineering Services for the Pecan Campus Resurfacing of Ease Drive
  - Request for Qualifications: 21-22-1041 Mechanical Electrical and Plumbing Services for Generator Replacement at Nursing and Allied Health Campus and Pecan Campus Bldg. J
  - Request for Qualifications: 21-22-1044 Architectural Services – Mid Valley Campus South Academic Building H Repair and Replacement of Damaged Roof and Interior Areas
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposals: 21-22-1045 Risk Management Consultant Services
  - Request for Proposals: 21-22-1046 Online Continuing Education Services
  - Request for Proposals: 21-22-1047 Mid Valley Campus Bldg. A Center for Learning Excellence Space Renovation for Culinary Arts Programs (Contractor)
  - Request for Proposals: 21-22-1048 Vehicle Maintenance and Repair Services
  - Request for Proposals: 21-22-1049 Building Moving Services
  - Request for Proposals: 21-22-1050 Recruitment Advertising Services
  - Request for Proposals: 21-22-1051 Starr County Campus Welding Lab Expansion (Contractor)
  - Request for Proposals: 21-22-1052 Purchase of Automatic Heavy-Duty Truck

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through February 28, 2022 as follows:
    - Adjusted twenty-six (26) assets in Banner for the month of February.
    - Approved one hundred fifty-six (156) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed five hundred eighty-six (586) deliveries (purchase orders and complimentary books) and three thousand two hundred two (3,202) packages/boxes.
  - Completed nineteen (19) faculty/staff moves in February.
  - Received and posted three hundred seventy-three (373) purchase orders in Banner.
  - Transferred/relocated two thousand two hundred fifty-four (2,254) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed eighty-three thousand seven hundred thirty-eight (83,738) copies at the copy center for the month of February.
  - Mailed out a total of eleven thousand four hundred twenty-four (11,424) letters and two hundred thirteen (213) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $270.68
    - Student Financial Aid - $119.95
    - Vice President for Academic Affairs - $235.56

## 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 to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
- Student Affairs and Enrollment Management:
  - Coordinator of Enrollment Services to discuss process for dropping students from specific courses related to Title IX matters and questions regarding updated preferred name and pronouns in Banner.
  - Dean of Dual Credit to discuss Title IX process and considerations as it relates to Dual Credit students.
  - Director for Student Rights and Responsibilities to discuss cross-training for team members, and how departments can work together on cases involving students.
  - Director of Admissions and Records, Coordinator of Records, and Director of Counseling and Student Accessibility Services to discuss changes to Enrollment Appeal application process for students whose appeal is based on pregnancy and parenting related grounds.
  - 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 various 504 related cases involving students.
  - Vice President of Student Affairs and Enrollment Management, Dean of Student Affairs, and Director of Student Activities and Wellness to discuss Title IX training requirements for new students.
- Title IX and House Bill 1735:
  - Behavior Intervention Team meeting to discuss specific individuals and cases.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Meeting with Accountability, Risk, and Compliance Specialist to discuss mock-up of updated Title IX website.
  - Meeting with Association of Title IX Administrators to discuss ongoing projects and efforts.
  - Meeting with Association of Title IX Administrators to discuss specific reports.
  - Meeting with Digital Services Manager to discuss Title IX webpage updates, email outreach, and creation webpage for Office of Institutional Equity.
  - Meeting with Director of Dual Credit Academy Pathways to provide overview of Title IX, the process at South Texas College, and the role of Title IX Liaison.
  - Meeting with Director of Institutional Effectiveness to discuss 2019-2021 and 2021-2023 Institutional Effectiveness Plans.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss updates on various ongoing projects.
  - Meetings with Contracts Manager to discuss renewal of South Texas College's Retainer Agreement with The NCHERM Group, LLC for 2022-2023.
  - Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to students.
  - Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.
  - Various South Texas College instructors to discuss reports they have submitted relating to students.
  - Various South Texas College staff to discuss reports they have submitted relating to students as well as other employees.
  - Various South Texas College students to discuss reports received relating to Title IX cases.

- Training(s)/Webinar(s):
  - Co-Host Training for Office of Professional and Organizational Development.
  - Husch Blackwell LLP webinar on the Law of Religious Liberty and Freedom of Speech in Higher Education.
  - Trainings as part of Collegewide Professional Development Day.
- Departmental Meetings to discuss the following topics throughout the month:
  - Individual Title IX reports and cases as needed.
  - Procedures updates and revisions.
  - Title IX 50th Anniversary Flyer Design.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Violence Against Women Act Brochure drafting.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.

## PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafting 504/ADA Handbook, including procedures, and resources related to disability services and ADA/504 related complaints.
- 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 internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Email Memorandum to the Department of Public Safety regarding process for and importance of reporting all cases involving sex-based discrimination or harassment to the Title IX Coordinator for preliminary review.
- Finalized Title IX Complaint Process Flowchart.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and 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.
- Section 504/Americans with Disabilities Act Grievance Procedures
- Title IX 50th Anniversary Flyer preparation and design
- Updated Title IX website.

- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Worked on individual Title IX related cases.

## HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the BUGs (Banner Update Group) meeting.
  - Human Resources Information Services (HRIS) team provided training to the Human Resources Assistants on how to review and update the Banner Positions titles.
  - Met with Compensation team to discuss the Technology Stipends
  - Met with Lynn Sommerville from Vector Solutions to go over what EverFi and Vector Solutions offer for COVID-19 training.
  - Met with Texas Association of School Boards (TASB) consultant and the compensation to further discuss the requirements and specs.
  - Met with the Account Executive of Workday and talked about the free Value Management service they provide.
  - Met with the College President.
  - Met with the compensation team to review the Argos script specifications.
  - Met with the COVID-19 team to discuss the specs and procedures for the training.
  - Met with the Data Management Integrity Team (DM&I) to discuss the agenda and decide the required process and responsibilities.
  - Met with the Information Technology and Banner Data Owners and discussed the process of providing a more systematic way of providing Banner access.
  - Met with the PeopleAdmin implementation team (weekly meeting) and went over the Classification and position requirements. Some of the procedural questions were also answered.
  - Met with the PeopleAdmin reimplementation team to discuss Position Title cleanup.
  - Met with the Vice President of Finance and Administrative Service and Jessica Rios and Richard Harrison of PTG Workday Consulting company and discuss what this new system and the consulting company can offer our college.
  - Met with the Vice President of Finance and Administrative Service to discuss the search for the new Enterprise Resource Planning (ERP) systems.
  - Participated in the Professional Development "The Power of Connecting" session.
  - Participated in the Professional Development day morning session.
  - Participated in the Professional Development Microsoft Planner Level 100 session.
  - Participated the Texas Connection Consortium quarterly meeting.
  - The PeopleAdmin reimplementation team met to discuss the workflow process and classification and position forms.
- Payroll/Compensation:
  - Compensation Study data requests.
  - Completed on TASB report and banner updates for Staff years of experience and job assignment begin dates.
  - Coordinated retirement party for Payroll Position Control Specialist.
  - Data entry, review, verification and processing for MR 02 Payroll.
  - Met via TEAMS and in person to review compensation hiring setups (various).
  - Met via TEAMS on Applicant Tracking System (ATS) years of experience updates to banner.
  - Met via TEAMS to review compensation status and updates.
  - Met via TEAMS to review Faculty compensation data Request review.
  - Met via TEAMS to review TASB Faculty Compensation data review for Frozen steps.
  - Met with compensation study team to review TASB Staff Data Request and research Analysis.
  - Met with Compensation study team to review TASB Staff Data Request updates and review report.

- Met with HRIS various times to review compensation TASB Staff Data Request report analysis review and updates.
- Met with Search Committee for Academic Advancement Support Specialist job interviews.
- Met with Search Committee for Continuing Ed Trainer (Truck Driving) job interviews.
- Participated in Professional Development Day.
- Payroll Distribution Report February Report.
- Review and upload of Faculty Load and Compensation Spring semester assignments and Dual Credit assignments.
- Training of new payroll specialist employee.
- Verification for employees eligible for the upcoming COVID-19 stipend.

- Staffing:
  - Academic Affairs Rehire Guide Meeting to review updates on hiring guide.
  - Attended Texas Association and School Policy Meeting.
  - Audit Follow Up Meeting with Internal Auditor, discussed remaining files pending regarding hire date and transcript inquiries.
  - Faculty Renewals and Nonrenewal Letter of Appointments review with HR Administrators and IT regarding access, templates, testing, and production.
  - Hosted interviews for Human Resources Staffing Specialist SP1770.
  - Job description meetings for review and approval with the Director of Human Resources.
  - Met via teams regarding Compensation Study Job Description for Texas Association of School Boards (TASB).
  - Met with IT and team regarding Faculty Renewal Notices.
  - People Admin Workflow Meeting to review workflows.
  - Professional Development day sessions attended.
  - Weekly staffing meetings to discuss weekly and procedure updates.
- Benefits:
  - College Wide Safety Committee meeting to discuss COVID-19 updates and protocols.
  - Discussion of Technology Stipend with Human Resources Department.
  - Finance and Administrative Services safety meeting to discuss COVID-19 updates as well as incidents pertaining to college safety.
  - Human Resources Bi-weekly meeting with Vice President of Finance and Administrative Services to discuss ongoing Human Resources projects.
  - Meeting with Accountability, Risk and Compliance office to review DEC Local TASB Compensation and Benefits policy changes.
  - Meeting with COVID-19 Prevention and Response Manager to transition COVID-19 related duties to new COVID-19 Specialists.
  - Meeting with vendor to discuss new benefits options and improvements to current benefits offered by the college.
  - Meeting with Risk Manager to discuss the new Incident Report process.
  - Met with Accounting Group Manager and Compensation and Payroll Manager to discuss the upcoming COVID-19 payments.
  - PAS Safety Meeting for discussion of review of changes in the new Sick Leave Policy.
  - Professional Development Day breakout afternoon sessions.
  - Professional Development Day Finance and Administrative Services morning session.
  - Texas Association of School Boards questionnaire discussion with HR Managers.
- Employee Relations (ER):
  - Hosted interviews with a candidate for Employee Relations Officer position SP1769.
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on Human Resources related matters with Vice President for Finance and Administrative Services.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.

- Met on policies and procedures concerning the Office of Human Resources personnel issues and needs with other administrators.
- Met on the administrative leave suspension process with supervisors regarding employees.
- Met on the discussion of Coordinated Operations Council Meeting.
- Met on the discussion of Department of Labor-Wage and Hour Division, and Internal Revenue Service hosted by Equal Employment Opportunity Commission.
- Met on the discussion of Ending Retaliation, Securing Racial and Economic Justice in the Workplace hosted by Equal Employment Opportunity Commission.
- Met on the discussion of Exploring the "S" in Environmental Social Governance-From Aspirational Goals to Low-Hanging Fruit hosted by Husch Blackwell.
- Met on the discussion of President's Administrative Staff Meeting.
- Met on the discussion of Safety Teams policies and procedures.
- Met on the discussion of Spring 2022 Professional and Organizational Development Day.
- Met on the discussion of Texas Association and School Boards Policy with other Human Resources Managers.
- Met on the discussion of Workshop #219265: COVID-19 Prevention and Response with the Office of Professional Development and Organizational Development.
- Met on the discussion of Workshop #220090: Google & Office 365 with the Office of Professional Development and Organizational Development.
- Met on the discussion of Workshop #220289: Making a Difference Here and Now with the Office of Professional Development and Organizational Development.
- Met on the discussion of Workshop #220402: Good to Great with the Office of Professional Development and Organizational Development.
- Met on the discussion with Thompson and Horton: We're All in this (Lawsuit) Together?
- Met on the pre-disciplinary process with employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- 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.
- Prepared and responded to litigation counsel requests for claim file materials.
- Prepared and responded to personnel counsel requests for claim file materials to prepare position statement requests by Equal Employment Opportunity Commission.

## PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Preparation and submission of TASB Compensation Study documents.
- Benefits:
  - Printing of the 1095-C forms for the 2021 calendar year.
  - Submission of the 1095-C forms to the Internal Revenue Service via online submission.
  - Completion of the Employee Demographic files for the Regular Payroll report for February 2022.
  - Completion of the Employment After Retirement Report for February 2022.
  - Review of the Texas Association of School Boards Compensation and Benefits policies.
  - Transition of COVID-19 related duties to new COVID-19 specialists.
  - Review of ACA hours eligibility for TRS/Benefits.
  - Training of duties of new Benefits Specialist.
- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
  - Working on Employee Relations cases and reviews.
  - Training of new employee, HR Specialist – Employee Relations.

- Human Resources Information System (HRIS):
  - Working on the Enterprise Resource Planning (ERP) Modernization Project write-up for the Vice President of Finance and Administrative Service who will be presenting the report to the Cabinet.
  - Working on the Workflow and forms for the PeopleAdmin reimplementation project.
  - Creating new reporting scripts to allow all financial transactions to be displayed and ready for the changes for technology stipends.
  - Working on security update procedure for kind of Human Resources access.
  - Working on the data cleanup and standardization procedures.
- Staffing:
  - Faculty Renewals and Nonrenewal Letter of Appointments.
  - I9 Project.
  - Meeting with Workforce Solutions and HRIS Manager via Zoom to review services offered.
  - People Admin Workflow Revisions.
  - Worked on Job Description updates for Texas School Board Association.
  - Worked on the Staffing Hiring Manual updates. Manual updates are in progress.
- Talent and Learning:
  - Review and revise training presentations for the Office of Human Resources.

| **HRIS -** | | | |
|---|---|---|---|
| **Type of Access Provided** | **Count** | | |
| Active Directory | 4 | | |
| AppTrack | 2 | | |
| Argos Access | 5 | | |
| Banner | 15 | | |
| Credential Database | 1 | | |
| DFS (Distributed File System) | 3 | | |
| FLAC | 3 | | |
| JagNet Forms Management | 1 | | |
| Send As – Email | 2 | | |
| SSN | 2 | | |
| Xtender access | 24 | | |
| **Total Count** | 62 | | |
| **Visio Charts** | **Created** | **Updated** | **Published** |
| **Count** | 2 | 4 | 2 |
| **Information Services and Planning (IS&P) Issues** | **Assigned** | **Resolved** | **Open** |
| **Count** | 30 | 38 | 9 |
| **PeopleAdmin Issues** | **Assigned** | **Resolved** | **Open** |
| | 0 | 0 | 0 |
| **EverFi Issues** | **Assigned** | **Resolved** | **Open** |
| | 0 | 0 | 0 |
| **Human Resources Website Updated Main \| JagNet** | 3 Updates; 12 new | 2 Updates; 1 new | |
| | | | |

| Report Development | |
|---|---|
| **Internal Reports** | **23** |
| Human Resources - Director of Human Resources | 5 |
| Human Resources – Assistant Director of Human Resources | 1 |
| Human Resources – Compensation | 11 |
| Human Resources - Payroll | 4 |
| Human Resources - Benefits | 1 |
| Human Resources - ERO | 1 |
| Human Resources – Staffing | 0 |
| **External Reports** | **11** |
| Academic Affairs – Curriculum | 3 |
| Academic Affairs – Vice President's Office | 1 |
| Finance and Administrative Services – Business Office | 2 |
| Finance and Administrative Services – Vice President | 4 |
| Office of the President | 1 |

| Faculty Staffing | Count |
|---|---|
| Position requests w/job descriptions | 8 |
| Positions posted | 3 |
| Positions reposted | 1 |
| Positions extended | 1 |
| Positions canceled | 1 |
| Search committees' forms requested | 1 |
| Search committees assigned | 2 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 0 |
| Job offers | 3 |
| Review Adjunct/Dual Credit applications | 15 |
| New Hire Email Notifications | |
| Faculty | 0 |
| Lecturers | 2 |
| Adjuncts/Dual Credit | 1 |
| Positions filled | 0 |
| PeopleAdmin user updates | 18 |
| Advertisements placed (Monitor, Town Crier, etc.) | 0 |
| Email Activation/Deactivation | 3 |
| SOAPCOL | 19 |
| PEAFACT | 6 |
| Resignations/Terminations | 0 |
| SACS Audit Credential Review | |
| Faculty | 8 |
| Lecturers | 0 |
| Adjuncts/Dual Credit | 0 |
| Transcript | |

| Faculty Staffing | Count |
|---|---|
| Requested from Admissions | 5 |
| Reviewed in PeopleAdmin | 0 |
| Notices (1st, 2nd & Final notice) | 10 |
| Extension requests | 0 |
| Credential entered in credential database Faculty/Staff | 25 |
| Vacancy Reports completed<br>NOE course and Rate Review | 0<br>94 |
| Educational Supplements (Review, log, memo, send to payroll and faculty) | 3 |
| New hire/re-hire/transfer files (closing onboarding process) track transcripts | 56 |
| Purged Monthly Adjunct Applications | 0 |
| Purged Non-STC Employee Transcripts | 0 |
| SACS Audit | 8 |

| Support | Count |
|---|---|
| Front Desk | |
| Visitors Assisted | 164 |
| E-Verify | |
| Cases submitted | 32 |
| TNC cases | 0 |
| Form I-9 | |
| Banner entry/updates (PEAEMPL) | 56 |
| | |
| Name changes | 1 |
| Revisions | 0 |
| Updated employment authorization documents | 0 |
| Emails for expiring documents | 0 |
| Applications | |
| Processed On-Line | 367 |
| Processed Paper | 39 |
| Postings | |
| Closed (On-Line) | 59 |
| On Boarding | |
| New Hires | 31 |
| Transfers | 18 |
| Returning | 6 |
| Adjunct | 1 |
| | 56 |

| Records | Count |
|---|---|
| Record Requests: Internal Files Processed (personnel/transcript/other) | 48 |
| Record Requests: External | 1 |

| Records | Count |
|---|---|
| Records Filed (by page) | 1,073 |
| Files Scanned & Indexed | 727 |
| New Hire/Active Personnel Files Prepared | 54 |
| New Hire/Active Transcript Files Prepared | 24 |
| Termed Personnel Files Prepared | 1 |
| Termed Transcript Files Prepared | 3 |
| Files Audited (by Records) | 9 |
| Special File Requests (HR Director, auditor, etc.) | 17 |
| Telecommunicating - Activity Reports Received and Logged | 0 |
| Telecommunicating - Agreements Received and Logged | 0 |
| Employment Reference Checks Logged | 38 |
| Active Files Moved to Termed (personnel/transcript) | 0 |
| "Missing" files found | 1 |
| Boxes to Record Retention | 0 |
| Files Moved Back from Storage Room | 0 |
| Telecommunicating Automation Workflow and Front-end User System | 0 Updates/Adjustments to App<br>0 Workflow Test Runs |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Position requests | 35 |
| Job Descriptions reviewed and approved | 6 |
| Positions posted | 1 |
| Positions reposted | 10 |
| Positions extended | 14 |
| Positions canceled | 9 |
| Search committees' forms requested | 32 |
| Search committees assigned | 35 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 30 |
| Job offers | 20 |
| New Hire Email Notifications | |
| Full-time staff | 14 |
| Part-time staff (DW/WS) | 5/15 |
| Trainers | 10 |
| Positions filled | 24 |
| PeopleAdmin user updates | 26 |
| Advertisements placed (Monitor, Town Crier, etc.) | 5 |
| Resignations/Terminations (HR Benefits) | |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Full-time staff | 15 |
| Part-time staff | 1 |
| NOEs | |
| Full-time temporary staff | |
| Part-time staff (WS) | 17 |
| Part-time staff (DW) | 17 |
| Trainers | 120 |
| Temporary Agency Employees | |
| Request | 3 |
| Replacements | 0 |
| Assignment Extension | 0 |

| Employee Relations | Count | | | Count | |
|---|---|---|---|---|---|
| | FYTD | MTD | | FYTD | MTD |
| DPS CCH Background Checks | 391 | 66 | TWC Claims | 25 | 5 |
| Fingerprints | 212 | 29 | Open Records Requests | 3 | 1 |
| DPS Driver Eligibility Checks | 51 | 2 | | | |

| Benefits | Count |
|---|---|
| New Hire Orientations Full-Time | 3 |
| New Hire Orientation Part-Time | 7 |
| Internal Transfers | 12 |
| Benefits Credits/Collections | 1 |
| TRS ED Records reported | 200+ |
| TRS RR Records reported | 12 |
| TRS Prior Yrs. of Svc Verifications | 22 |
| TexaSaver 457/403B Accounts | 2 |
| Faculty (Adjunct, Temporary) | 2 |
| **Exits** | |
| Full Time | 10 |
| Retirees | 1 |
| **FMLA Requests** | |
| New | 9 |
| On-Going Cases | 24 |
| Closed | 5 |
| **FMLA Intermittent Requests** | |
| New | 1 |
| On-Going | 17 |
| Closed | 0 |

| **Approved Leave of Absence** | |
|---|---|
| New | 1 |
| On-Going | 4 |
| Closed | 0 |
| **Workers Compensation Claims** | |
| New | 4 |
| On-Going Cases | 4 |
| Closed | 7 |
| Tuition Reimbursement Applications Processed | 4 |
| Tuition Reimbursement Applications ready for payment | 2 |
| **Tuition Grant Applications** | |
| Employee | 3 |
| Dependent | 0 |
| Promissory Notes | 1 |
| Sick Leave Pool Enrollment | NA |
| Sick Leave Pool Termed | NA |
| Sick Leave Pool Donations | NA |
| Medical Support Orders | 2 |
| ERS Changes | 4 |
| Vacation Settlement Worksheets | 7 |

| **Payroll** | **Count** |
|---|---|
| PDR Notifications | 218 |
| | |
| Direct Deposit Transactions | |
| *Full Time* | 38 |
| *Direct Wage/Work Study/Trainer* | 14 |
| Resignations | |
| *Full Time* | 12 |
| *Direct Wage/Work Studies* | 2 |
| Garnishments | 49 |
| State Charitable Deductions | 59 |
| TXOAG Reporting | 35 |
| Payroll DOC/ADJ/SLP Worksheets | |
| New Hires, Rehires, Transfers | |
| Name Changes | 1 |
| Address Changes | 2 |
| Form W-4 Changes | 56 |
| FY21 Staffing Plan Salary Inc Rev | |
| Verification of Employment | |
| Forms processed | 40 |
| TWC | |

| | |
|---|---|
| Letters sent | 4 |
| Phone Calls | 35 |
| Cell Phone Stipends | 3 |
| Adjunct Leave Forms | |
| NOE | 2 |
| Letters of Appt Verification and Matching | |
| Letter of Appointment Staff Full Time Regular | |
| Direct Wage | 16 |
| Work Study | 20 |
| Adjunct | 17 |
| Overload | 80 |
| FLAC Dual Credit assignments reviewed | 0 |
| FLAC entries reviewed and applied | 0 |
| Trainers | 145 |
| Dual Enrollment | 0 |
| Fac. Salary Retro-Pay Adj | 0 |
| Fac. Base Salary Pay-Off | 0 |
| Faculty Base Salary Month Ext | 0 |
| Full-time Regular Faculty Pay-Off | 0 |
| *Faculty Special Assignment Other* | 180 |
| *Faculty Classification Changes* | 0 |
| *Special Assignments* | 0 |
| Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments | 170 |
| Staff Special Assignment | 0 |
| Large Class Payments | 0 |
| 11/12 Salary Pay off | 0 |
| Educational Increase | 0 |
| Mini-mesters | 0 |
| Certification Stipend | 0 |
| PeopleAdmin Transactions | |
| Approvals | 0 |
| Hiring Proposals | 26 |
| Compensation Worksheets | 30 |
| Payroll Worksheets | 29 |
| Move Request Updates | 26 |

# 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: | MARCH 23, 2022 |
| SUBJECT: | ACTIVITY REPORT FOR FEBRUARY 1, 2022 – FEBRUARY 28, 2022 |

## DR. ANAHID PETROSIAN
## INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

### IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Coordinated Operations Council meeting, February 1
- Meeting to discuss OVPAA Comprehensive Operational Plan Priority #3, February 1
- Cross Border Economic Forecast, February 1
- Meeting with OPOD to discuss agenda for Data Summit, February 1
- Meeting with HR to discuss process to rehire lecturers/adjuncts, February 1
- Facilitated Deans meeting, February 2
- FANUC Certification Recognition Ceremony for Texas A&M Students, February 4
- Texas Pathways Institute #5 Orientation Webinar, February 4
- President's Administrative Staff meeting, February 4
- Meeting with Distance Learning Dean to discuss staffing needs, February 7
- Meeting with Curriculum Director regarding CE Program Development Timeline, February 8
- Meeting with Academic Initiatives and Projects Officer to discuss upcoming projects. February 8
- Annual City of McAllen - State of the City, February 8
- Presented the STC & UTRGV Collaborative during the EWDC Meeting, February 8
- Cabinet Meeting, February 9
- DHSI-InsideTrack STC Program Diagnostic Report, February 10
- College-Wide Professional and Organizational Development Day, February 11
- Hidalgo County Check Signing in support of the South Texas College's Nursing Program, February 14
- Meeting with Starfish Administrator and Deans, February 14
- Student Enrollment Management - Leadership Team meeting, February 15
- Follow up meeting with HR on Hiring Procedures, February 15
- Meeting with Physical Therapist Assistant Program concerning substitutions, February 15
- Guided Pathways Specialist Meeting: Starfish Spring 2022, February 16
- Apprenticeship Navigator Booster Meetings, February 17
- Meeting with VP of Institutional Advancement and Economic Development to discuss the A Night with Stars fundraising activities, February 17
- College-Wide Safety Committee Meeting, February 17
- Planning and Development Council meeting, February 18

- STC Board Work Session on Master Planning, February 21
- Facilitated Academic Council Meeting, February 21
- Meeting to discuss Developmental Education requirements, February 22
- Attended STC Board Meeting, February 22
- Meeting to review the WE CAN TX: South Texas College MOU, February 23
- Review plans for Edinburg CISD Workforce Training Building, February 25
- Attended and Presented at the National Summit for Dual Credit Program, February 27 - March 1

### PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating inaugural STC Workforce Summit
- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Coordinating office relocations for Distance Learning Department
- Monitoring Faculty Reports
- Developing a procedures manual for CBE
- 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:

- Attended Coordinated Operations Council meeting, February 1
- Walk through of the Cosmetology Space at PSJA Ballew Center, February 1
- Planning Meeting for RCPSE CIPs for 2022, February 2
- Prospectus planning for Surveying and Geospatial Technology Program, February 7
- Budget Planning meeting with AEDT, AMT, and Culinary Arts, February 7
- Meeting with Mike Tringe from CreatorUp, February 8
- Meeting with the Border Patrol for upcoming training, February 8
- State of the City for McAllen, February 8
- Meeting to discuss budget with Welding Department, February 8
- Budget planning meeting for Public Safety Department, Human Resources/Office Administration, Automotive/Diesel, and Business Department, February 9
- Data Use and Data Needs discussion with Institutional Effectiveness and Advancement, February 10
- DHSI Inside Track STC Program Diagnostic presentation, February 10

- Update plans for Shipping & Receiving, February 10
- Pharr EDC Foundation Meeting, February 10
- Friends of Pharr EDC Recognition Dinner, February 10
- Hidalgo County Check Signing for NAH, February 14
- Starfish Discussion with Deans, February 14
- Student Enrollment Management Leadership Team, February 15
- Industry Exploration for CTE Dual Credit Welding Programs, February 16
- Lunch meeting with Pharr Police Department and Vice President of Institutional Advancement and Economic Development, February 16
- Faculty Secretary Semester Check-in, February 16
- South Texas College Skillabi and Skillsmatch Presentation, February 16
- Staff Check in with Lab Assistants and Specialists, February 16
- Design Kick-off for Mid Valley Campus Expansions, February 17
- LRGV-AIA monthly meeting, February 17
- Workforce Summit planning meeting, February 18
- Planning and Development Council, February 18
- Work-based Learning Grant Meeting, February 21
- Academic Council Meeting, February 21
- Consulting Project for InsideTrack and South Texas College, February 22
- WE CAN TX Learning Event on Successes around the State, February 22
- STC Board of Trustees Regular Meeting, February 22
- Meeting with Vicente Gonzalez's team, February 23
- WE CAN TX Discussion for the MOU, February 23
- Technology Campus Walk-through with VP Hebbard and Dr. Plummer to discuss upcoming projects and renovations, February 24
- Tour of Technology Campus with Library staff for use of space, February 24
- Review plans for Edinburg CISD Workforce Training Building and potential partnership, February 25
- LRGV-AIA Education Committee Meet-up, February 25
- Meeting to discuss partnership with Associated Builders and Contractors, February 25

**Project Manager**

- Capital Improvement Project Meetings for RCPSE, February 2
- CTE Jag Talk Planning Meeting with PR, February 2
- Meeting with IRE - Data Used and Data Information Need, February 2
- Division of BPST and BPST Project Manager Monthly Check In, February 7
  - Planning Perkins Workshops for BPST Programs for FY 21-22
  - PLA Planning for BPST Programs
  - BPST Programs Facility Updates (CIP's/Space Modifications/Maintenance Requests)
- FLAIM – Fire Simulator Training with vendor, Darely, February 9-10
- BPST Survey Meeting/Discussion with RAS, February 9
- Law Enforcement Automation Process, February 15
- GIndustry Exploration: CTE Dual Credit Tour of Welding Program/Labs/VR Lab with South Texas ISD Science Academy, February 16
  [Career and Technical Education Promotes Industry Exploration for Eager Students (southtexascollege.edu)]
- Mid-Valley Campus Automotive Lab, HVAC Classroom/Lab, Welding Lab Expansions Kick-off, February 17
- Mid-Valley Campus Culinary Renovations Meeting with stakeholders, February 17
- Work Based Learning Grant Meeting with Grants and Financial Aid, February 21
- NAPE Discussion over data, February 22
- Industry Exploration: CTE Month Automotive and Diesel Labs, February 24
  [CTE Month: Tour of Diesel Tech Facilities Underscores Demand in Industry (southtexascollege.edu)]
- PIPE Select/ACT – NAPE – Temple College, February 24

- Review plans for Edinburg CISD Workforce Training Building, February 25
- Meeting with Associated Builders and Contractors, Inc (ABC), February 25
- National Summit for Dual Credit Programs, February 27-March 1

**Director of the Regional Center for Public Safety Excellence**

Major Meetings/ Activities:

- Meeting RCPSE projects, February 2
- Meeting with U.S. Marshalls regarding use of facility and training opportunities at RCPSE, February 3
- Completed CIP for future training project at RCPSE, February 4
- Meeting RCPSE Chiller installation, February 14
- Update on Fire Vent Mobile Fire Ventilation Prop utilized for fire training, February 15
- Training update for June law enforcement class Social Media and Open Source Investigations, February 15
- Provided CE enrollment numbers for trainings at RCPSE, February 17
- Meeting with Pharr PD training opportunities, February 21
- Meeting a tour of RCPSE with Border Patrol, February 25

Trainings:

- Basic Narcotics Investigation Course February 7-10
- Basic Narcotics Investigation Law Enforcement Course, February 7-11
- Incident Command Systems 300 and 400 training class, February 14-17
- U.S. Marshalls Office was provided upcoming training classes at RCPSE, February 24

Promoting Courses/Trainings:

- Disseminated training opportunities being held at RCPSE to various law enforcement agencies, February 1
- Coordinating training class Trauma and PTSD for the Trauma Informed Officer, February 1
- Contacted Regional Coordinator for DHS regarding training opportunities, February 2
- Provided training information to an outside agency regarding various trainings at RCPSE, February 3
- Coordinating Cybersecurity training opportunity at RCPSE, February 3
- Coordinating training class Social Media and Open Source Investigations for May, February 3
- Finalized MOU regarding training classes at RCPSE with an outside agency, February 3
- Provided Car Fire Simulator training information to an outside Fire agency, February 3
- Contacted by an outside agency on Academy recruitment at RCPSE, February 4
- Submitted MOU to agency regarding training at RCPSE, February 14
- Coordinated visit by DC congressman's office with STC discuss training opportunities, February 14
- Coordinating outside agency requesting use of facility for training, February 15
- Coordinating training classes Introduction to Cell Phone Investigations and Introduction to Communication Technologies for Law Enforcement for June and September, February 16
- Coordinating training class Drug Unit Supervisor for April, February 18
- Coordinating training class Customs Trade Partnership Against Terrorism TBA, February 18
- Coordinating law enforcement training class for May Basic Instructor School, February 22
- Coordinating law enforcement training class for April / May Integrated Drug and Contraband Interdiction/ Drug Unit Supervisor, February 22
- Distribution of upcoming training sent to agencies for March 4 course, February 22
- Coordinating /finalizing law enforcement training class Hostage Negotiations for April, February 22
- Distribution of upcoming training sent to agencies for March 22 course, February 23
- Coordinating law enforcement training class for April Firearms Instructor Course, February 23
- Request to use facility for training by Border Patrol, February 24
- MOU for Telecommunicator training course submitted for review to VP, February 24

**Guided Pathway Specialist - Business**

- Student contacts and advisement activities:
    - 104 Telephone contacts
    - 144 Personal emails
    - 1 Student registration
    - 3 Student advisements
    - 1 Student meeting
    - 317 Starfish flags

- 13 Financial aid addendums
- 11 Course substitutions

**Emerging Technology Simulations Specialists**

- Emerging Technology Simulations Specialists attend STC Welcome Week to showcase our VR Lab and Tech., February 1 & 2
- VR Lab tour/demo for Industry Exploration with CTE Dual Credit, February 16
- VR Lab tour with College Connections and Demo, February 18
- VR Lab training for Advanced Manufacturing Class, February 24
- VR Lab showcased at THIGPEN Elementary Career Fair, February 25
- Fire Cadets started VR training with the FLAIM Sim. Several times in the month of February

## DEPARTMENT/PROGRAM REPORTS:

**Advanced Manufacturing Technology**

- Department Chair attended council of chairs meeting, February 1
- Chair attended FY23 budget planning meeting, February 7
- Instructor attended the EWDC meeting to present on the STC/UTRGV collaboration committee, February 8
- Chair attended E-building planning meeting, February 10
- Instructor participated in the BASOL - Full time faculty position, committee meeting, February 10
- Department hosted AMT Data Summit Meeting, February 11
- Instructor attended virtual, RGV Lead meeting, February 15
- Chair assisted PR in Facebook and TikTok video showcasing 5-Axis Machining Timelapse, February 17
- Chair attended PLO Targeted improvement plan workshop, February 24
- Chair and faculty attended AMT Faculty Learning Community event, Blackboard Ultra Training, February 25
- Instructor attended the Academic Calendar Committee representing the BPS&T Division where academic 2023-2024 calendar options were discussed, February 25

**Automotive**

- The Electric Vehicle (EV) committee members (Automotive instructors) worked on getting estimates for Hybrid Electric Trainers from Tech Labs and ConsuLab. Quotes were filed for future use, February 1
- Instructor is working on a quote on Passenger Tire Repair Kit from Myers for the Automotive department and also working with Myers to do a training for the equipment as well for all the Automotive instructors, February 7
- Instructor contacted STC library to work on updated ASE certification study guides for students, February 11
- GM ASEP program instructors started the graduation ceremony process that will take place May 6, February 14
- Assistant Chair attended the college-wide curriculum committee meeting, February 15
- Instructor completed GM training for emerging issues, February 16
- Assistant Chair attended the Mid-valley Lab expansion planning meeting, February 17
- The Electric Vehicle (EV) program committee attended a follow up meeting, February 18
- Instructor recertified his master ASE status, February 23
- Instructor attended a career fare online through Zoom with Hidalgo High School. It consisted of two half hour sessions with both Juniors and Seniors, February 25
- Instructor completed 2 GM January and February emerging issues trainings, February 25
- GM ASEP instructors completed the new GM ASEP Business Plan for Fall 2022 new class request and approval, February 22
- Instructor had a meeting with AAMCO Transmissions and Total Car Care General Manager who was offering job openings for Automotive students, February 22
- The Automotive faculty attended Carl Perkins grant application process meeting, February 23
- Instructors participated in touring and providing South Texas ISD Science Academy freshmen students with Automotive career information, February 24

- Instructor received ASE training on push button start stop Systems, February 27

**Business Administration**

- Faculty interviews:
  - Economics instructor was interviewed for the following article: Aumenta precio de gasolina tres centavos que la semana pasada, February 8 https://www.krgv.com/news/aumenta-precio-de-gasolina-tres-centavos-que-la-semana-pasada

  - Economics instructor was interviewed for the following article: Big Game brings economic hope to RGV businesses, February 11 https://www.valleycentral.com/news/local-news/super-bowl-brings-economic-hope-to-rgv-businesses
  - Economics instructor was interviewed on the economy and conflict abroad. Possible effects on the economy due to the conflict in Russia, February 25 https://www.telemundo40.com/noticias/noticias-destacados/posibles-efectos-en-la-economia-por-conflicto-en-rusia/2179442/

- Department Chair attended the Council of Chairs meeting, February 1
- Faculty attended college wide curriculum committee meeting, February 15
- Economics instructor attended CCBA Conference in Tucson and delivered a presentation and participated in the Advisory Board meeting, February 16-18

- Management working group met for course development of new electives, February 18
- Accounting working group met for course development of new electives, February 18
- Department Chair and Business administration instructor attended the Dallas Fed Real Estate Conference 2022 virtually, February 24-25

**Culinary Arts**

- Attended Council of Chairs Meeting, February 1
- Faculty team met with dual instructor from WISD, February 2
- Attended meeting with dual enrollment office and WISD to discuss culinary program, February 2
- Contacted Mentor Monday Guests, February 4-7
- Meeting with STJDA to discuss content for Stop Out Diabetes curriculum, February 4
- Budget meeting with Dean Lozano, February 7
- Cooking Spot: Dinner for Two, February 7
- Behavioral Intervention Team (BIT) meeting, February 9
- Run-through for CWPOD presentation, February 10
- Presentation for CWPOD, February 11
- Recorded content for Stop Out Diabetes Programing, February 14
- MVC Renovation of Space Meeting, February 17
- Faculty attended Cathy Middle School College Fair, February 18
- Attended PDC, February 18
- Attended Behavioral Intervention Team (BIT) meeting, February 23
- Meeting with William Collins to discuss TikTok video recordings, February 26
- Mentor Monday Guest Chef Presentation and Recording: Chef Michelle Henry, February 28
- Planning Meeting with Art Department for Registration Event, February 28
- Meeting with Achieve Early Highschool S.T.R.I.D.E.S. culinary instructor for student tour, February 28

**Design and Building Technologies**

Major Meetings:

- Meeting with DBT Coordinators and Assistant Chair to go over activity for Professional Development day, February 4
- Meeting to update plans for Shipping & Receiving with BPST Dean, February 10
- Mid Valley Campus Automotive Lab, HVAC Classroom Lab, and Welding Lab Expansions - Design Kick Off Meeting, February 17
- Meeting with Electrician Technology faculty to discuss degree plan changes, February 18
- Planning and Development Council, February 18
- Meeting with DBT Asst Chair/NCCER Secondary Representative in preparation for NCCER audit, February 25

- Meeting to discuss partnering with ABC, February 25

Major Activities:

- Submitted budget requests for FY2023, February 7
- Developed architectural rendering for President's Office, February 11-23
- Coordinated travel for the HVAC program, February 1-3
- Completed hiring process for the "Manager of Equity and Access", February 3
- Construction Supervision students participated in a community project with "Mi Casita," February 9
- Coordinated the funding of space modification of the electrical lab at the Starr County campus, February 7

- Developed architectural rendering for the Shipping and Receiving area in Building E at the Technology campus to be presented to COC, February 10-24
- HVAC instructor assisted the HVAC club at Quinta Mazatlán, City of McAllen. Club worked on Cleaning Air Conditioning Units, February 10
- Began the conversion process for all DBT programs to transition to BlackBoard Ultra, February 21-28
- Scheduled NCCER site audit, February 22-28

Grant Activity:

- Developed curriculum for Construction Technician Apprenticeship, February 1-28
- Working meeting with CBE developers to build courses, February 4
- Meeting with CBE Liaison to discuss Perkin's Leadership presentation, February 8
- MyHub demo for students' skills matching per Perkin's Leadership, February 14
- Coordinated special assignments for CBE course evaluators, February 3-28
- Coordinated the hiring/special assignments for Employer Network Support Specialists, February 4-28
- Skillabi & SkillsMatch demo for students' skills matching per Perkin's Leadership, February 16
- Began process to proceed with the purchase of Skillabi & SkillsMatch, February 17-28
- CBE review meeting with all developers, February 18
- Meeting with HVAC Program Coordinator to begin development of PLA for HVAC courses, February 18
- Meeting with BPST Project Manager to discuss marketing for DBT CBE programs, February 21
- Began development of Electrician Technician Apprenticeship, February 21
- Perkins Leadership Event. Presentation on "Advancing Completion and Employability in CTE.", February 24
- CBE-IT Course Development Meeting with external industry partners, February 25
- CBE review meeting with all developers. February 25

External Visits (site/organizations):

- Attended the LRGV-AIA meeting, February 17

**Fire Science**

Major Meetings

- Council of Chairs Meeting, February 1
- RCPSE CIP Meeting, February 2
- College Wide Curriculum Meeting, February 15
- Faculty Senate Meeting, February 22

Major Activities

- FLAIM Training, February 9 & 10
- Data Summit, February 11
- Future Heroes Club Meeting, February 24

External Visits

- Cadet Ladder Climb at Mission FD, February 15

**Human Resources and Office Administration**

- Attended Council of Chairs meeting, February 1
- Attended Blackboard Collaborate Basic's, February 3
- McGraw Hill Publisher visit, February 7
- Attended Grading & Managing Gradebook (Ultra), February 9
- Attended Dean's FY23 Budget meeting, February 9
- HR faculty attended SHRM Board meeting, February 9
- OA faculty attended Blackboard Ultra conversion training, February 9

- Attended CWPOD: Data Summit Open labs, February 9 & 10
- Attended CBESt Webinar, February 11
- Attended Deep Dive into Data, February 11
- Attended College Wide Curriculum Committee meeting, February 15
- HR faculty attended Instructor's SHRM-CP recertification, February 17
- McGraw Hill visit with OA faculty (SIMnet), February 17
- HR & OA Department meeting, February 17
- HR program textbooks adoptions and review, February 20
- OA faculty attended Faculty Senate, February 22
- Attended SHRM RGV SHRM meeting, February 23
- Attended Power UP: Professional Development System, February 23
- Attended Ending Retaliation, Securing Racial & Economic Justice, February 24
- Attended Evidence Based Strategies for addressing inequities, February 24
- Attended Starfish training, February 25
- Attended Our World New Conference / School of Business & Leadership, February 26
- HR & OA faculty assisted with Advising, Counseling, Registrations and Tutoring – Various times, all month, Degree works and GPS
- The HR & OA faculty from Pecan, Mid Valley and Starr Campuses will continue to recruit and market both the Human Resources and Office Administration programs. Safety is our big concern for students and faculty.

**Law Enforcement**

Major Meetings

- Council of Chairs Meeting, February 1
- RCPSE CIP Meeting, February 2
- College Wide Curriculum Meeting, February 15
- Faculty Senate Meeting, February, 22

Major Activities

- Meet with Border Patrol Training Staff at RCPSE, February 8
- Meeting to Discuss FY23 Budget with Dean Lozano, February, 9
- Meeting to discuss automation process for escrow credit, February 15
- Travis County Recruiters met with Cadets, February 26

External Visits

- Meeting with Hidalgo County Sheriff's Office regarding Jailer Academy, February 3

Accomplishments

- Two former cadets sworn in with Mission PD, February 18
- Three former cadets sworn in with the Hidalgo County Sheriff's Office, February 15

## DR. CHRISTOPHER NELSON
## DIVISION DEAN – LIBERAL ARTS

### DIVISION DEAN'S REPORT:

- Assisted with preparations for the 3rd Annual STC Data Summit
- Assisted with preparations for the annual site visit by Catch the Next
- Attended the Orientation for Texas Pathways Project Institute #5, February 4
- Attended the American Conference of Academic Deans 78th Annual Meeting focusing on "Inclusive Leadership in the New Normal," February 22-25

### DEPARTMENT/PROGRAM REPORTS:

**Center for Mexican American Studies (CMAS)**

- 7th Annual South Texas College Folklórico and Contemporary Competition, February 26-27

**Art**

- Alex Comminos Exhibit on display in the Art Department Gallery, February 1-17, with an opening reception from 1-3 p.m., February 17

- Chris Troutman Exhibition Opening reception (in-person) for *Sequential* took place from 1-3 p.m., February 24. The Art Department is delighted to share this exhibition with the public, which will be on display until March 24, 2022

**Music**

- Dr. Lindsey Gamble and Dr. Patrick Hopkins, Music String Faculty members, performed a free community concert in collaboration with area musicians at Quinta Mazatlan. Feb 17
- The Music Department hosted the United States Airforce Woodwind Quintet (Spectrum). Feb 23
- Dr. Melissa Vaughan, Music Lecturer, was featured as the clarinet soloist in the Valley Symphony Orchestra's *Dances of the Americas* on Leonard Bernstein's "Prelude, Fugue, and Riffs". Feb 25
- The Music Department hosted a masterclass and recital given by James Seymour, the trombonist for the San Antonio Symphony Orchestra. Feb 28

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

### DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council meeting, February 1
- DSI Quarterly meeting with DHSI program coordinator, February 1
- Participated in Academic Affairs Dean's meeting, February 2
- Facilitated MSITB Division Chair Leadership meeting, February 3
- Attended FANUC Certification Recognition Ceremony for Texas A&M Students, February 4
- President's Administrative Staff meeting, February 4
- State of City of McAllen Address, February 8
- Attended Data Use and Data Needs meeting with RAS, February 8
- EWDC meeting presentation with STC and UTRGV Collaboration, February 8
- DHSI Inside Track STC Program Diagnostic presentation, February 10
- STEM Summit Planning meeting, February 10
- Attended Division Curriculum meeting, February 10
- Attended Starfish: Discussion with Deans meeting, February 14
- Attended SEM Leadership Team meeting, February 14
- Attended College Wide Curriculum Committee meeting, February 15
- Attended CCBA Conference in Tucson, AZ, February 16 – 18
- Attended Academic Council meeting, February 21
- Attended STC/Inside Track Manager Training, February 22
- Attended Developmental Education Requirements meeting, February 22

**Project Manager**

- Attended Amazon Web Services Academy Application meeting, February 1
- DSI Quarterly meeting with DHSI program coordinator, February 1
- MSITB Chair Leadership meeting, February 3
- OPOD discussion with Starfish Administrator for InsideTrack collaboration, February 3
- Attended Meeting with Region 1 for TSI collaboration, February 4
- Data Use and Data Needs meeting with RAS, February 8
- Attended meeting regarding Preparation for Lab Audit with Science departments, February 9
- InsideTrack meeting to discuss Stakeholder presentation, February 9
- DHSI-InsideTrack STC Program Diagnostic Presentation, February 10
- STEM Summit planning meeting, February 10, 24

- Attended Game Winning 3 and Making It Count session, February 11
- InsideTrack: Coaching Skills for Student Success session, February 11
- Starfish Early Alert Training for Advisor Roles, February 11
- Circleln-NSF Meeting, February 14
- Attended InsideTrack bi-weekly meeting, February 15
- Coaching Reinforcement Training with InsideTrack, February 18
- Attended Region 1 Collaboration-TSI bootcamp meeting, February 21
- Consulting Project on Role Clarity with InsideTrack, February 22
- Manager Training with InsideTrack, February 22
- Attended Region 1 Collaboration-TSI bootcamp meeting, February 23
- InsideTrack Quality Training
- Worked on DHSI reporting on InsideTrack

## BACHELOR PROGRAMS:

**BASOL**

- National Society for Leadership and Success (NSLS) bi-weekly meeting, February 1
- Council of Chairs Monthly meeting, February 1
- Met with Biology faculty to discuss the possibility of transitioning Biology course(s) to CBE, February 2
- Faculty Senate's Student Support Committee, February 2
- MSITB Chair Leadership Meeting, February 3
- McAllen Chamber Ribbon Cutting for Fleet Feet, February 3
- McAllen Chamber Ribbon Cutting for Ruelco Perfumes & Accessories, February 3
- National Society for Leadership and Success (NSLS) New Member Orientation, February 5
- Leadership McAllen Steering Board Monthly Meeting, February 9
- CWPOD: Data Summit Open Labs, February 9
- Faculty Senate's Salaries & Benefits February Meeting, February 9
- McAllen Chamber Monthly Ambassador Meeting, February 10
- Facilitated the February Division Curriculum Committee, February 10
- CWPOD: Academic Affairs Convocation, February 11
- Facilitated the Bachelor Programs Deep Dive into Bachelor Programs Data with TMGT and MHSM Program Chairs and faculty, February 11
- National Society for Leadership and Success (NSLS) Leadership Training, February 12
- Attended and Presented at the Community College Baccalaureate Association 2022 Annual Conference in Tucson, AZ, February 15-18
- Faculty Senate February 2022 Meeting, February 22
- McAllen Chamber Ribbon Cutting for Ingenes Institute, February 23
- McAllen Chamber Ribbon Cutting for Mission Restaurant Supply, February 24
- Leadership McAllen Recruiting Event, February 24
- Faculty Senate's Monthly Senator Podcast, February 24
- Faculty Senate's Student Support Committee meeting, February 28

**Computer Information Technology/Computer Science**

- Council of Chairs meeting February 1
- AWS Academy Application February 1
- Chair Leadership Meeting, February 3
- Spring 2022 CITP Advisory Committee Meeting, February 6
- College-Wide Curriculum Committee Meeting - February 15
- Faculty Senate February 12
- PLO Targeted Improvement Plans February 24
- STEM Summit-Planning February 24
- PLO Improvement Plan Meeting: Computer Science & BAT-CIT February 25

**Medical Health Services Management**

- MS Teams Chair Leadership meeting, February 3

- MS TEAMS MSITB Division Curriculum meeting, February 10
- CCBA conference in Arizona, February 15-18
- Promoted our Programs at the virtual meeting to the Hidalgo Early College Students, February 21
- Zoom meeting on the Intelliboard, an MLS platform, February 21

**Technology Management**

- Attended CCBA 2022 Annual Conference in Tucson, AZ, February 15-18
- Spoke to Community Business Leaders about their participation in an TMGT-sponsored forum about the history of the local business community (planning meeting week of March 7th, February 9
- Recruited new Program Advisory Council member, February 16
- McAllen Independent School District Advisory committee meeting, February 17
- City of McAllen Convention Center Advisory Board meeting, February 28

## MATH, SCIENCE & INFORMATION TECHNOLOGY:

**Biology**

- Council of Chairs Meeting, February 1
- Chair Leadership Meeting, February 3
- First Speaker Series Meeting, February 4
- Biotechnology Committee Meeting, February 4
- COP TASKFORCE #3 Meeting, February 10
- STEM Summit-Planning Meeting, February 10
- February Division Curriculum Committee Meeting, February 10
- Attended CWPD Workshop #215739: Getting better at Getting Better, February 11
- Attended CWPD Workshop #219312, February 11
- Presented Workshop #219312 Deep Dive into Biology Data Meeting, February 11
- Attended COP TASKFORCE #3 Meeting, February 14
- NSF Grant Meeting, February 14
- College-Wide Curriculum Committee Meeting, February 15
- COP TASKFORCE #3 Meeting, February 22
- STEM Summit-Planning Meeting, February 24
- TAMU and STC Faculty Meeting, February 25
- COP TASKFORCE #3 Meeting, February 28

**Chemistry**

- Council of Chairs virtual meeting, February 1
- Chair Leadership virtual meeting, February 3
- Met with Lab Coordinator discussed Risk Assessments, February 4
- Attended Review of Preparations or Lab Audit virtual meeting, February 9
- Division Curriculum Committee virtual meeting, February 10
- STEM Summit virtual meeting, February 10
- Led CWPD Data Summit virtual meeting, February 10
- CWPD virtual workshop 215739, February 11
- NSF Grant virtual meeting, February 14
- College-Wide Curriculum virtual meeting, February 15
- Traveled to Mid-Valley campus to evaluate prep-room and labs for upcoming audit, February 16
- Traveled to Starr campus to evaluate prep-room and labs for upcoming audit, February 17
- PDC virtual meeting, February 18
- Prepared Forensics event scenario for Science Olympiad, February 18 -25
- STEM Summit Planning virtual meeting, February 24
- Attended 23-24 Academic Calendar Committee Meeting, February 25
- Learn Monthly NSF Grant Meeting, February 25
- Assisted with Science Olympiad closing Ceremonies, February 26

**Science Olympiad Coordinator**

- Attended Logistics Meeting with Maintenance Department, February 3
- Continued working on room scheduling and communicating via email with teams and coordinators, February 3-28
- Walk through with STC Facilities to look at room set ups, February 10

- Meeting with Luke Nyberg, Engineer at Bell Program Minnesota State, February 15
- Meeting with Public Relations, Facilities, and ET to go over logistics for Science Olympiad, February 22

**Cybersecurity**

- Attended the council of chairs, February 1
- Chair leadership meeting, February 3
- Attended the CWPD: Data Summit Open Labs workshop, February 10
- Facilitated meeting with EC-Council to discuss and coordinate a competition in cybersecurity for the students that are part of the program, February 15
- Met with two FBI agents at the Regional Center for Public Safety to discuss possible partnership, February 16
- Attended the EI/MS-ISAC meeting, February 22
- Attended the STEM Summit Planning meeting, February 24

**Information Technology**

- Assistant Chair attended meeting with J. Escamilla, McAllen ISD to discuss intern opportunities, February 2
- Program Chair attended Chair Leadership Meeting, February 3
- Assistant Chair attended "Grading and Managing the Gradebook in an Ultra Course 2022", February 9
- IT/CAAT Faculty and staff attended *Spring 2022 College-Wide Professional and Organizational Development Day (CWPD)*, February 11
- IT Faculty conducted meeting with Dual Credit Faculty to promote certificate at their High Schools, February 22
- Assistant Chair attended Power Up Workshop, February 23
- IT Faculty attended a Competency Based Education Meeting with Dallas Community College, February 25
- CAAT faculty working with Library Public Service on bringing presenters for the month of March, February 25
- IT/CAAT attended PLO meeting, February 28
- Assistant Chair participated in Sharyland ISD's Mentorship program meeting, February 2, 23

**Mathematics**

- Council of Chairs meeting, February 1
- Chair Leadership meeting, February 3
- General Discussion on Accelerating Credentials Grant Review, February 9
- Faculty and Staff attended Virtual Art Workshop, February 9
- Ascender meeting, February 10
- MSITB STEM Summit planning, February 10, 24
- MSITB Division Curriculum Committee meeting, February 10
- Department Deep Dive in Data Summit, February 10
- Quality Matters Review meeting, February 14
- Catch the Next Spring Seminar Planning Session, February 15, 17, 28
- Faculty attended Catch the Next to go over Ascender Site Visit Administrators and Institutional Research, February 15
- College Wide Curriculum Committee meeting, February 15
- Catch the Next Site Visit, February 16
- Chair spoke with Distance Learning about Gamified Math 1414, February 16
- Catch the Next Professional Mentoring Network, Monthly Webinar Series, February 17
- Attended meeting about Mathematics Department SharePoint Site, February 17
- Planning and Development Council Meeting, February 18
- Attended meeting over TSI advisement for students following Certificates/AAS vs AA/AS programs, February 21
- Meeting with Region 1 Grant Coordinator for TSI Boot Camp, February 21, 23
- Attended meeting over MATH 0100 Quality Matters Review, February 22
- Developmental Education Requirements meeting, February 22
- Attended Introduction to Gimkit – Gameshow Enhancing Learning, February 23
- South Texas College OER Development Grant meeting, February 23
- Attended Grant Proposal meeting, February 24

**Physical Science**

- Council of Chairs Meeting, February 1
- Chair Leadership Meeting, February 3
- Conducted revisions for Catalog pages of Engineering and Physics programs, February 4

- Conducted preparation activities for Physics, Engineering, and Geology March 2022 Advising Days, February 4
- Met with the Engineering Laboratory Coordinator and discussed Space Modification Proposal to renovate engineering laboratory rooms, February 7
- Attended NewLine TruTouch Ultra HD LED Multi-Touch Display Meeting Applications training, February 8
- Met with the Math and Science Instructional Designer, Distance Education and discussed QM Certification of Geology, Physics, and Engineering Online Courses, February 8
- Lab Audit preparations meeting. The participants include Biology Program Chair, Chemistry Program Chair, Laboratory Coordinators, EHS Manager, and Division Project Manager, February 9
- CWPD: Data Summit Open Labs, February 9
- STEM summit planning Meeting, February 10
- Attended and participated in the CWPD, February 11
- Presented/Conducted data summit workshop for Physics, Engineering, Geology Programs/Courses, February 11
- Initiated email communication with Math faculty who teach Calculus, Linear Algebra, Differential Equations, Physics faculty who teach University Physics, and Engineering faculty to meet for an informal collaborative discussion about these classes. The goal of this meeting will be to identify student learning concerns pertinent to these classes, February 14
- College-Wide Curriculum Committee Meeting, February 15
- Met with the Director, Learning Outcomes Core Objective Targeted Improvement Plans for Physics, Engineering, and Geology Courses, February 17
- Conducted lab safety audit at Mid-valley Physics lab space, February 17
- Department Chair and Math and Science Instructional Designer met with two Physics faculty who developed OER College Physics courses and discussed Quality Matters Course Review, February 18
- February PDC Meeting, February 18
- Met with the representatives of the Iron Range Engineering Bell Program, MinnState University and engineering coordinator and discussed collaboration activities, February 21
- Presented Radiation Safety training workshop. The participants include Lab Staff and the pertinent faculty, February 22
- Met with the representatives of the Iron Range Engineering Bell Program, MinnState University, engineering coordinator, and Director, STC Transfer Center and discussed offering a workshop, February 23
- STEM summit planning Meeting, February 24
- Workshop #221210: Starfish Faculty Training, February 25
- Presented at RGV Regional Science Olympiad, February 26
- Met with the Geology faculty and discussed issue pertaining to the new geology classrooms, instructional materials, and best policies, February 28
- Met with the Director, Curriculum and discussed revisions to course descriptions and requirements, February 28

## UNIVERSITY RELATIONS:

- Conducted Virtual Sessions on Transfer Issues, every Wednesday
- Met with representatives from Texas A&M University Higher Education Center, February 1
- Western Governor's University Partner Dinner, February 2
- National Institute for the Study of Transfer Students Annual Conference, February 2-4
- Chair Leadership Meeting, February 3
- Participated in the President's Administrative Staff Meeting, February 4
- Participated in a planning committee for the Middle Management Institute for the Texas Association of College Admissions Counseling, February 7
- Attended a webinar on "Textbooks, Affordability and Equity of Access," February 7
- Presented to the Education and Workforce Development Committee, February 8
- Presented to Capstone Students on Graduate Programs and Opportunities, February 8
- Participated in the Transfer Advising Steering Committee of NACADA meeting, February 9
- Met with Billie Jo Norton from Bellevue University, February 10 & 23
- Attended the De La Garza Fellowship webinar, February 10
- Participated in the Preview of Texas Virtual College Access Programming, February 10
- Attended the STEM Summit Planning Committee, February 10

- Met with representatives from advising and UTRGV about placing a representative on the STC campus permanently, February 14
- South Texas College Transfer Student Week and Mini College Fair, February 15-17
- Attended a webinar presented by Bellevue University with Community College Leaders and how their partnerships are innovative, February 17
- Attended the NACADA Transfer Talks webinar on Advising LGBTQA Transfer Students, February 17
- Participated in the Student Conduct Panelist Training – Dispute Resolution Tools, February 18
- Attended a meeting with representative from South Texas College and TAMUK on implementing Transfer Finder in DegreeWorks, February 17
- Participated in the monthly PDC meeting, February 17
- Met with representatives from Bell Engineering, February 22
- Webinar: "Jump Start Guided Pathways Mapping with Innovative Curriculum Practices," February 22
- Attended the STEM Summit Planning Committee Meeting, February 24
- Evaluated NACADA modules on Transfer, February 24
- Met with representatives from the education program at TAMUK, February 25
- Attended a meeting between faculty member at South Texas College and Texas A&M University College of Agriculture and Life Sciences, February 25

## DR. JAYSON VALERIO
## DIVISION DEAN – NURSING AND ALLIED HEALTH

### DIVISION DEAN'S REPORT:

- Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Nursing Faculty Shortage Task Force meeting, February 1
- Coordinated Operations Council Meeting, February 1
- Meeting with representatives from Doctors Hospital at Renaissance Health System (DHR) and the College president, February 1
- Dean's Meeting hosted by the VPAA, February 2
- Organization for Associate Degree Nursing (OADN) Board Orientation, February 2
- American Society of Health-System Pharmacists (ASHP) Visit Prep Meeting to discuss support needs from IT and Educational Technologies, February 3
- Texas Team Tool Kit meeting, February 3
- PATHS TRES Workgroup Meeting hosted by Region One, February 3
- Worked on Capital Improvement Proposal (CIP) requests for the NAH Division
- President's Administrative Staff Meeting, February 4
- OADN Board of Directors Strategic Planning Session, Georgia, February 7-9
- Educational and Workforce Development Committee Meeting, February 8
- TOBGNE/TOADN/Texas Deans and Directors Meeting, February 9-11
- DHSI – InsideTrack STC Program Diagnostic Presentation to review observations and recommendations regarding student support services, February 10
- Attended the How to Use Diversity, Equity, and Inclusion in Online Learning webinar, February 10
- Attended ceremony/celebration held at the NAH Campus where Hidalgo County announced that it will pledge $2 million to fund salaries for nursing instructor in an effort to increase enrollment and double the number of nurses graduating from STC, February 14

- Attended and presented at the Community College Baccalaureate Association (CCBA) Conference held in Tucson, Arizona, February 15-18
- TADDPNP Nursing Faculty Shortage Support Task Force meeting, February 15
- Dual Credit CTE Advisory Committee Meeting, February 18
- Worked on/reviewed information for the Carl Perkins FY 2022 Biannual Report.
- Academic Council Meeting hosted by the VPAA, February 21
- Meeting with ATI representatives to discuss plans for the Fall 2022 Semester, February 22
- Nursing Education: Infusing Inclusion, Embracing Equity webinar, February 22

- Met with VPAA to discuss developmental educational requirements, February 22
- In attendance for NAH open house event, February 23
- Hosted the NAH Program Chairs Meeting, February 23
- Met with the director of Institutional Effectiveness and Assessment to discuss data use and additional needs, February 23
- Attended meeting with HR representatives, February 24
- OADN Diversity, Equity, and Inclusion (DEI) Task Force Meeting, February 25
- Worked on completing the Texas Board of Nursing survey questionnaires.
- Met with NAH project manager to discuss Pay Plan updates, February 28
- Attended the OADN Board Orientation, February 28

## STUDENT ACTIVITIES & WELLNESS

- "Sweet Treat Tuesdays" students received a jar they could decorate and fill with free candy, February 8 & 22
- Super Bowl Party with games, music, and snacks, February 10
- Valentine's Day Mixer with food, drinks, music, and a photo booth, February 14
- Hosted the Student Leadership Academy, February 18 & 25
- Hosted Student Government Association Meetings, February 18 & 25
- Twilight Saga Trivia event with prizes, popcorn, drinks, and candy, February 24

## DEPARTMENT/PROGRAM REPORTS:

**Associate Degree Nursing**

- Advising team conducted seven advising sessions for approximately 280 prospective students
- RNSG 2260 students presented a community teaching project at Dr. Dailey's Office in McAllen. The students presented on pre-eclampsia to high-risk OB patients, February 9
- RNSG 1162 students presented on diabetes to target population adults at Las Palmas Healthcare located in McAllen, February 16
- RNSG 1162 students presented on diabetes mellitus for our older adult community at the McAllen Transitional Care Center. The RGV is infamously known as the diabetes capital of Texas due to the high prevalence of the Hispanic population acquiring this disease. Due to this, the focus for the community project was to teach the McAllen Transitional Care Center residents how to care for and manage themselves in order to prevent acquiring or help manage complications associated with diabetes. The students started by explaining what diabetes is and the effects on the body when one has it. They also discussed different types of diabetes such as Type 1 diabetes mellitus, Type 2 diabetes mellitus, and gestational diabetes while placing emphasis on how to prevent type 2. Students discussed the diagnostic tests, signs and symptoms, risk factors, complications, and treatment options of DM. The residents were so appreciative, asked questions, and very interactive during the session, February 16

- RNSG 2260 students presented on oral hygiene and cavity prevention to a group of kids at Lily's Day Care, February 23

**Diagnostic Imaging Department**

- Department chair attended the DID Pay Plan FY 2022 – 2023 Meeting, February 2
- Submitted all DMS and RADT catalog revisions for FY 2022 – 2023, February 7
- Attended the CWPOD Data Summit Open Labs Workshop, February 10
- Faculty attended the CWPOD Getting Better at Getting Better: How to Use Date as a Tool to Support Instruction and Student Success and Department Meeting, February 11
- All faculty submitted their Starfish Spring 2022 1st Progress surveys prior to February 14
- RADT faculty attended the RADT PLO Curriculum Map Meeting, February 22
- Department chair and DMS faculty attended the DID Readmissions Committee Meeting, February 22
- RADT Program faculty and second-year students attended the networking breakfast held at Doctors Hospital at Renaissance for radiology employment opportunities, February 23
- Department chair attended the NAH Program Chairs Meeting, February 23

**Emergency Medical Technology**

- Department chair and students were interviewed and filmed by Univision Television for a news segment on the EMT Department, February 15
- Department chair was interviewed for a feature on the EMT Department created by STC Public Relations and Marketing, February 22
- Department chair attended the National Summit for Dual Credit Programs, February 27 – February 28

**Vocational Nursing**

- Faculty and students enjoyed a visit by the STC President during their clinicals held at the simulation hospital, February 1
- Program director and assistant program director attended the Texas Board of Nursing Spring 2022 Deans, Directors, and Coordinators Orientation, February 22
- Program director and academic coach attended a presentation by F.A. Davis of their educational textbooks and resources, February 23

## DR. ERIC REITTINGER
## DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

### DIVISION DEAN'S REPORT:

- COC Meeting, February 1
- Met with the Kinesiology Department Chair to discuss Wellness Center at Pecan Plaza, February 1
- Dean's meeting with Dr. Petrosian, February 2
- DM&I: Discuss Interview Process & Develop Presentation MSTEAMS meeting for, February 3
- PAS meeting, February 4
- Met with a student to discuss concerns regarding one of her courses, February 8
- Attended a MS TEAMS Meeting, Data Use and Data Needs. The meeting was to discuss the data/information you use and the data/information you would like to use to support the success and effective operation in your area, February 8
- Meeting for DHSI-Inside Track STC Program Diagnostic Presentation. As part of the DHSI grant, the Academic Coaching component has partnered with InsideTrack to provide a uniform coaching model for student support services. This presentation will provide the results of the Program Diagnostic conducted by InsideTrack over the course of two weeks in June 2021. InsideTrack examined admissions and advising processes, support resources for students, faculty contributions, the student experience, technology, research, the leadership perspective, financial aid and professional development. The presentation will focus on the methodology used and InsideTrack's recommendations, February 10
- Attended a MS TEAMS meeting for the Ascender, February 10
- Meeting for the MV Child Care Center Oversight Committee. Topics discussed were approval of Minutes, Staffing Updates, 15th Anniversary – Spring 2022, CCAMPIS Annual Performance Report due February 25, CCAMPIS Evaluation Year 3, YTD Revenue/Expenses Report/Encumbrances.
- Participated in College Wide Professional Development Day. He attended a MS TEAMS meeting for Academic Affairs – Instructional Division.
- Attended a MS TEAMS Meeting for Starfish: Discussion with Deans, February 14
- Meeting for SEM Leadership Team meeting. Topics of discussion are Summer and Fall Enrollment Strategies, Marketing Campaigns for Student Segments, Enrollment Assumptions, Base Year Funding, SEM Workplan Update.
- Ascender Site Visit Administrators & Institutional Research, February 15
- College-Wide Curriculum Committee, February 15
- Meeting for Guided Pathways Specialist Meeting: Starfish Spring 2022, February 16
- Dual Credit Programs Advisory Committee, February 18
- Planning and Development Council, February 18
- Meeting for Academic Council, February 21
- Developmental Education Plan, February 22
- Mid Valley Advisory Committee, February 24

- Attended a meeting with Department Chair for Education and the Dean for TAMUK - College of Education and Human Performance, February 25

## DEPARTMENT/PROGRAM REPORTS:

**Education**

- Chair and President of Border Issues of South Texas, and *Mi Casita* Inc., a non-profit organization that seeks to provide low-cost homes to local families, is happy to announce the delivery of its second low-cost home to a local family. Family who benefited from *Mi Casita* Inc. low-cost home with Education Department Chair the day they took delivery on Sunday, February 13.
- South Texas College students from the Construction Program helping paint the house prior to delivery. Students were supervised by their instructor, Mr. Israel Medrano, Construction Supervision Program Instruction. Students also completed last minute minor construction inside the house prior to delivery, February 13

**Child Development**

- South Texas College Mid Valley Campus Child Development Center has begun its 15th year in operation this spring semester! Our teachers have been busy getting our children readjusted to the learning and daily routine these past two weeks. We welcomed back all current and new children this semester. Children and parents are excited to be back. We are looking forward to celebrating our 15th anniversary of the centers' existence during the month of March. We are also in the process of recertifying our center under the Workforce Solutions Texas Rising Star program. Our goal has always been and continues to be to offer quality childcare for all of our community.

- South Texas College Mid Valley Campus Child Development Center has successfully completed their recertification assessment with the Workforce Solutions Texas Rising Star program. The Child Development Center has been participating in this program since August of 2015. The staff successfully achieved an overall rating of a 4 Star Center, with emphasis on Category 2- Teacher/Child Interactions and Category 4- Indoor/Outdoor environments, February 14

**Political Science**

- Department Chair is serving on the Discipline-Specific Subcommittee for Political Science for the Texas Transfer Framework. A two-day meeting was held to develop a transfer framework for Political Science majors that will be implemented across the state, February 22-23

**Psychological Science**

- Department Chair met with two faculty to discuss upcoming Data Summit, February 4
- Department Chair met with Assistant Chair to discuss a registration event for an upcoming event for March to target students for our program, February 4
- eLearning Faculty of the Year Award Committee meeting to discuss nominees, February 4
- The Starr County Campus Psychology Club participated in a social media collage on COVID-19 safety advice and hope. Each member that decided to participate took a picture of themselves holding a paper with a word on it that completed the following phrase: "Let's wear facemasks and practice social distancing to overcome COVID-19 omicron variant – fear the virus, not the vaccine. Starr Psych Club encourages you to get vaccinated and boosted!" Members posted this on social media to bring COVID-19 safety advice and hope to the community, February 8.

- The Starr County Campus Psychology Club participated in a social media collage to bring a positive message in honor of Valentine's Day, with the phrase: "Surround yourself with love, positivity, and kindness today and always." The Starr Psych Club has been such an optimistic organization that has brought the best they can to the college and community for over 13 ½ consecutive and uninterrupted years, including during COVID-19 pandemic, February 14

- The Starr County Campus Psychology Club participated in a social media collage in honor of National Random Acts of Kindness Day with the phrase: "One kind act can change someone's entire day, act kindly." Members posted the collage in social media to bring awareness to the community about how important being kind and engaging in random acts of kindness is, February 17

- The Starr County Campus Psychology Club participated in a social media collage in honor of Be Humble Day with the phrase: "Listen to others, accept errors and weaknesses, and improve them." Members posted the collage in social media to bring awareness to the community about how important it is to be humble. Be Humble Day is all about listening to others, accepting our errors and weaknesses, and working on them to get better, February 22
- The Starr County Campus Psychology Club participated in a social media collage to encourage STC students to major in psychology, with the phrase: "Psychology is fascinating, relatable, and useful. Consider majoring in psychology." Members posted the collage in social media to motivate STC students to major in psychology, February 24

## DR. RACHEL SALE
## DEAN – DISTANCE LEARNING

### DEAN'S REPORT:

- Participated at the Starfish IT Bootcamp workshops, February 2
- Blackboard Planning Meeting for new budget year, February 3, 23
- Participated in the President's Administration Staff meeting, February 4
- DHSI Grant Meetings, February 10, 22
- Developed Distance Learning staffing plan, February 14-28
- Developed draft FY 23 Budget for submission, February 14-28
- Presented at the Community College Baccalaureate Association Conference, February 15-18
- Presented at the National Summit for Dual Credit Programs Conference, February 27-28

### DIRECTOR'S REPORT:

- Participated in the Banner User Groups Committee meeting, February 8
- Develop Technologies training schedule for Spring 2022, February 2
- Participated at the Starfish IT Bootcamp workshops, February 2
- Develop pyramid faculty activity reports for NAH faculty, February 2-4
- Develop and updated distance learning job descriptions, February 3-4, 18
- Updated Distance Learning catalog page, February 3
- In collaboration with PR, assisted with updating the theme, logo and colors for the staging and production Blackboard environment, February 4-7
- Assisted with Distance Learning staffing plan, February 14-16
- Participated in training on Blackboard Data Explorers, February 14-28
- Participated in TDM initial meeting, February 15
- Research online trends with different colleges, February 17
- Updated summary success rates for online students for the past 5 years, February 18
- Participated at the Academic Council Meeting, February 21

### PROJECTS:

- **First Time Online Student Orientation**
  - Distance Learning staff reviewed all students who completed the assessment and sent out Blackboard student Orientation Certificates for Spring 2022.
    - Certified 46 students
- **Learning Management System (LMS)**
  - Batch upload for all Spring 2022 courses and faculty/student enrollments through ILP Admin, February 1-28
  - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian, February 1-28
  - Updated information modules and pop-ups in Blackboard, February 1-28
  - Updated the institutional hierarchy for all Spring 2022 term, February 1-28
  - Develop new LTI connection with McGraw Hill Connect, February 25
  - Converted all Summer 2022 courses into Ultra, February 24-28
  - Develop new LTI connection with MyEnglishLab, February 1

- Installed new building block for ExamSoft, February 22
- Updated MyOpenMathLab LTI, February 22

## DISTANCE LEARNING TECHNOLOGIES:

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

| | |
|---|---|
| Blackboard Student/ Faculty Tickets: | 721 |
| Helpdesk Phone Calls from DL Staff: | 611 |
| Social Intent – Distance Learning Chat: | 134 |
| After-hours Chats: | 25 |
| After-hours Calls: | 127 |
| **Total:** | **1,618** |

- **Trainings/ Workshops/ Professional Development**
  - Distance Learning student success team participated in the following Trainings:
    - Inside Track Coach Training One-on-One with Arwen, February 3
    - Student Conduct Training, February 16
    - Inside Track, February 18
    - Starfish Training, February 19
  - Facilitated the following Distance Learning Workshops:
    - Understanding our Blackboard Course Requirement, February 1
    - Using the Online Communication Tools, February 18
    - Effective Notetaking, February 23
    - MS Live Proctoring Using Respondus workshop, February 23
    - Understanding the Blackboard Gradebook, February 25
    - Pronto Instant Messenger workshop, February 25
  - Distance Learning student success team participated in the following Professional Development:
    - Getting Better at Getting Better, February 11
    - How to Use Data as a Tool to Support Instruction and Student Success workshop, February 11
    - Inside Track workshop, February 11
    - Google & Office 365 workshop, February 11
- **Student Success Activities:**

| **Type of Service** | **Number of Students Visit** |
|---|---|
| • General Advising | 175 |
| • Telephone/ Text Contacts: | 61 |
| • Virtual Campus Advising Email: | 117 |
| • Radius Inquires: | 168 |
| • Enroll Students for BB Orientation: | 40 |
| • Social Intents – DL Chat | 14 |
| • Student Contacts for STC Reminders: | 4,089 |
| • Academic Coach Sessions: | 39 |
| **Total:** | **4,656** |

## DISTANCE LEARNING MEETINGS:

- Distance Learning helpdesk staff participated at the Blackboard SDM Demo for STC Meeting, February
- Instructional Team MS Teams Meeting, February 16
- Distance Learning student success team Sharepoint meeting, February 21
- Meeting with Distance Learning student success team and Starfish Administrator, February 24

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

### DEAN'S REPORT:

- Presented at the Council Chairs on Dual Credit Programs and National Summit for Dual Credit Programs Updates, February 1.
- Dean, Scheduling Manager and Director for Academies & Career Technical Pathways met with Weslaco ISD to discuss Culinary Program recruitment, retention and future program plans, February 2
- Attended Enrollment Planning Meetings with partnering school districts and high school sites.
- Dual Credit Programs hosted the National Summit for Dual Credit Programs at South Padre Island on February 27-March 1, 2022. The Conference had 243 attendees from 23 states, 14 school districts, 59 institutions of higher education and six state/national entities.
- Dual Credit Programs hosted its Spring 2022 Dual Credit Advisory Committee Academic with 36 attendees and CTE Virtual Meetings with 21 attendees, February 18
- Attended meeting with Edinburg CISD Superintendent regarding expanding partnership opportunities and offering of a Counselor Workshop, February 16
- Meeting with Edinburg CISD Administration and STC Administration to discuss plans with their district CTE Programs, February 25

### ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff conducted the following Dual Enrollment Academy Program's Recruitment/Information Sessions:

| Date | High School | Delivery Method | Attendance |
|---|---|---|---|
| **February 1** | Rio Grande High School | In-Person | 79 |
| **February 2** | La Grulla High School | In-Person | 123 |
| **February 3** | Pecan-Open Session | Virtual | 24 |
| **February 3** | Donna North HS | In-Person | 30 |
| **February 3** | Mid Valley-Open Session | Virtual | 15 |
| **February 7** | Weslaco East HS | In-Person | 30 |
| **February 8** | Weslaco East HS | In-Person | 15 |
| **February 9** | South Texas ISD Health Professions | In-Person | 20 |
| **February 10** | Sharyland Pioneer HS | Virtual | 9 |
| **February 10** | Roma HS | In-Person | 20 |
| **February 10** | Mid-Valley Open Session | Virtual | 15 |
| **February 15** | PCN Open Session | Virtual | 4 |
| **February 15** | McAllen High School | Virtual | 52 |
| **February 15** | McAllen Memorial HS | Virtual | 19 |
| **February 15** | Science Academy of South Texas | In-Person | 25 |
| **February 17** | Monte Alto ECHS | In-Person | 22 |
| **February 17** | PSJA Southwest ECHS | In-Person | 60 |
| **February 17** | Mission Collegiate HS | In-Person | 16 |
| **February 17** | Ramiro Barrera Middle School & Roma Middle School | Virtual | 29 |
| **February 22** | Mercedes High School | In-Person | 15 |
| **February 22** | Mission High School | In-Person | 16 |
| **February 23** | Juarez-Lincoln High School | In-Person | 17 |
| **February 24** | Mission Veterans | In-Person | 8 |
| **February 25** | La Villa ECHS | In-Person | 8 |

- Staff met with UTRGV Department of Neuroscience Department Chair to discuss a possible campus tour for Dual Enrollment Medical Science Academy (DEMSA) Juniors, February 8

- Staff conducted the following case management:

| Campus | Case Management Sessions |
|---|---|
| **Pecan** | 5 |
| **Mid-Valley** | 11 |

- Staff conducted a PREP Year 1 Recruitment Presentation for Weslaco ISD. The presentation was attended by twelve (12) parents, February 9
- Staff collaborated with the Business, Public Safety, and Technology Division to provide a Welding Program Showcase Event. Eighteen (18) students from The Science Academy of South Texas attended and were provided with a Technology Campus Tour, hands-on activities through the welding simulation labs, and a presentation by Welding Program Faculty, February 16

- Staff attended the CTE Advisory Committee Meeting and provided a presentation and collected feedback from CTE ISD Staff to assist with student outreach and recruitment, February 18
- Staff hosted Friday Educational Enrichment Workshop for Dual Enrollment Academy Students, February 25:
  - Starr County Campus:
    - Three (3) Seniors attended a workshop hosted by the Texas A&M University AgriLife Extension, which focused on highlighting healthy nutrition, educated students on the importance of reading food labels, and students prepared healthy snacks as part of a hands-on activity.
- Staff collaborated with the Business, Public Safety, and Technology Division to provide Automotive & Diesel Technology Programs Showcase Events. Twelve (12) students from The Science Academy of South Texas attended and were provided with a Technology Campus Tour, provided hands-on activities, provided presentations by Program Faculty, February 24.

## DUAL CREDIT ACADEMIC PATHWAYS:

- Staff hosted Spring 2022 Graduation Meeting for all those prospective graduates that are 98% expecting to graduate this spring. The presentation had more than 150 students attend which included University Transfer and Bachelors Program also part of meeting agenda.
- Staff is conducting meetings with partnering school districts to discuss upcoming advising needs and method for executing.
- Pathways Staff continues to evaluate students that are at 96%-98% for May Commencement.
- Pathways Staff started to perform degree audits and presentations at schools.
- Director participated in IHE Mid-Winder Round with the CCRSM team to discuss college level supports, advising consideration and professional development process.
- Director attended San Isidro ISD Parent Information Session which served as an effort to re-invigorate a dual credit partnership for the upcoming academic year, February 15
- The following Sessions were held and/or attended by Staff:

| Meeting Type | School/ISD | DCP Team |
|---|---|---|
| **Academies Presentation** | Roma High School | All |
| **12th Grade Student Audits** | Vanguard Beethoven | Pecan |
| **12th Grade Student Audits** | Vanguard Mozart | Pecan |
| **10th Grade Student audits** | Mercedes Early College Academy | Mid Valley |
| **Edcouch-Elsa 10 Grade Training** | Edcouch Elsa ISD | Pecan |
| **CCRSM Leadership Meeting** | La Joya ISD | Pecan |
| **PSJA TSTEM 11 Grade Student Audits** | PSJA T-STEM Campus | Pecan |
| **PSJA North 11 Grade Student Audits** | PSJA North ECHS | Pecan |
| **Weslaco ECHS 10 Grade Student Audits** | Weslaco ECHS | Mid Valley |
| **Weslaco Administration Meeting** | Weslaco ISD | Mid Valley |
| **Weslaco East 10 Grade Student Audits** | Weslaco East ECHS | Mid Valley |
| **Donna ECHS 10 Grade Student Audits** | Donna ECHS | Mid Valley |
| **Leadership Meeting** | Palmview PTECH Campus | Pecan |

- Director presented in the Dual Credit Programs Academic Advisory Committee Meeting, February 18.
- Director met with PSJA Administration to discuss the goal of offering Mexican American Studies at the District's College and University Center for incoming cohorts.

## DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Manager and staff converted the Summer 2022 Master Schedule from online to face-to-face.
- Manager attended several Summer/Fall 2022 Planning Meeting to discuss the expansion and development of Dual Credit Planning and Compliance Department enrollment process for the upcoming Summer and Fall 2022 semesters, January 31- February 4.
    - World Scholars
    - Donna North HS
    - Mission
    - Edcouch-Elsa ECHS
    - Weslaco ISD
    - Science Academy
- Manager attended several Summer/Fall 2022 Planning Meeting to discuss the expansion and development of Dual Credit Planning and Compliance Department enrollment process for the upcoming Summer and Fall 2022 semesters, February 8-9
    - Vanguard Academy
    - Robert Vela HS
    - Thelma Salinas STEM
    - Jimmy Carter ECHS
    - PSJA Collegiate
- Manager attended several Summer/Fall 2022 Planning Meeting to discuss the expansion and development of Dual Credit Planning and Compliance Department enrollment process for the upcoming Summer and Fall 2022 semesters, February 14-18
    - La Joya ECHS
    - Vanguard Beethoven
    - Mercedes High School
    - Weslaco East HS/ECHS
    - PSJA ECHS
    - PSJA North ECHS
    - Edinburg HS
    - Vanguard Mozart
- Manager participated in a follow-up meeting with Rio Grande CISD to discuss enrollment and scheduling time lines, February 16
- Manager, along with the Dean of Dual Credit, Director of Pathways and Academies, participated in the Dual Credit Traditional Advisory Virtual Committee Meeting to discuss college updates, February 18
- Staff conducted the FLAC process of assigning position and suffix numbers to every dual credit assignment.
- Staff worked with Dean to lock and Acknowledge 912 Dual Credit Faculty assignments.
- Staff continues to work on finalizing, updating and emailing Dual Credit Course Agreements for Spring 2022.

# JESSICA GALLOSO
# ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

## MEETINGS:

- Instructional Coach had a pre-meeting with presenters for Ambassadors Cross Training Academy, February 1
- Met with Interim Vice President Academic Affairs to discuss the morning agenda for Data Summit, February 1
- Met with Dean of Dual Credit to review tasks for National Summit Dual Credit Conference, February 2
- Associate Dean and OPOD Manager met with faculty member to discuss professional development ideas and opportunities, February 2
- Attended PAS Meeting, February 4
- Meeting with Quality Specialist of InsideTrack, February 9
- OPOD Team met with co-host to discuss details of upcoming breakouts for College Wide Professional Development Day, February 9
- Attended PDC meeting, February 18

- Associate Dean and Dean of Distance Learning met for preparation and walk-through of hotel and convention center for NSDCP conference, February 22
- OPOD Team met to discuss and plan Summer 2022 workshops and events, February 23
- Associate Dean and OPOD Manager assisted with co-facilitation of NSDCP conference that was held at South Padre Island Convention Center, February 27- March 1

### ACADEMIES AND TRAININGS:

- Instructional Coach facilitated Ambassadors Cross Training Academy, February 3, 17, 24
- Project Manager for Dual Credit Programs facilitated week 4 of DELTA Academy, February 7-28
- On Friday, February 11, faculty and staff attended Spring 2022 College Wide Professional Development Day which was streamed live, online throughout the day. In the morning, general sessions were held for each Division. The Academic Affairs Division hosted its second annual Data Summit, attended by 535 faculty. A total of 457 staff from ISPP&SI and FAS Divisions attended the general session – *Game Winning 3 and Making It Count*. ISPP&SI Division general session was attended by 190 participants. Afternoon breakout session topics included *Good to Great*, *Growing Your Communication Skills* in the *Workplace* and *The Power of Connecting*.
- OPOD Manager facilitated *Power Up: Professional Development* System training, February 23

### PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, April 2022
- Jaguar Academy, May 2022
- Distinguished Leadership Academy, August 2022
- South Texas Leadership Academy (STLA), April 2022

## DANIEL MONTEZ
## ADMINISTRATOR – MID-VALLEY CAMPUS

### CAMPUS ENGAGEMENT:

- President's Administrative Staff Meeting, February 4
- SEM Leadership Team Meeting, February 15
- Guided Pathways Specialist Starfish Spring 2022 Meeting, February 16
- MVC Automotive Lab, HVAC Classroom, and Welding Lab Expansions Meeting, February 17
- MVC Renovation of Space for Culinary Arts Meeting and Bldg. D Tour, February 17
- College Wide Safety Committee Meeting, February 17
- Planning and Development Council Meeting, February 18
- Academic Council Meeting, February 21
- Mid Valley Campus Advisory Committee Meeting, February 24
- Ombuds hosted information booth for faculty, staff and students, February14
- NIRSA Flag Football Champions Luncheon was held, February 25
- Student Activities hosted various activities:
    - Welcome Week Activities, February 1-4
    - Valentine's Day Dating Game, February 14
    - National Kindness Day, February 17
    - Fruit and Yogurt with Students, February 22
    - Donuts for You event, February 28

### COMMUNITY ENGAGEMENT:

- Attended the Weslaco Chamber Business to Business Luncheon, February 9
- Hosted Leadership Mid Valley to a presentation and campus tour, February 10
- Attended Hidalgo County Check Signing at Nursing Allied Health Campus, February 14
- Attended Ambassador Luncheon at Ranch House Burgers, February 16
- Texas A&M Train Program hosted courses for their students, February 16-18
- Advance Auto Parts hosted their Annual General Managers Cascade Meeting at MVC, February 23
- OLLU representative hosted information table for students, February 3

## DR. ARTURO MONTIEL
## ADMINISTRATOR – STARR COUNTY CAMPUS

### CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition meeting.
- Participated in search committee for PR Graphic Designer position.
- Attended Rio Grande City town meeting to discuss future growth.
- Held regular semester faculty/staff meeting to share new information on campus operations.
- Attended NAH check signing ceremony.
- Attended online refreshing of SEM Leadership initiatives.
- Attended Student Conduct Panel training online.
- Attended and delivered appreciation message to RGCCISD school board on behalf of Dual Credit Programs.
- Attended State of the City Address for Rio Grande City.

### CAMPUS EVENTS/ACTIVITIES:

- Men's Prayer Breakfast February 8
- Planning and Construction Meeting February 9
- Ombuds Information Booth February 14
- Faculty/Staff Teams Meeting February 28

### ENROLLMENT ACTIVITIES:

- Attended meeting with Economic Development Corporation to create awareness of new technical building and expansion.
- Academic Advising and pre-enrollment of students currently enrolled to attend summer/fall 2022 semesters.
- Coordinated with CPWE to encourage more enrollment in non-credit courses.
- Met with Executive Director of Counseling RGCCISD to encourage graduates to enroll for summer/fall 2022.
- Facilitated office space for campus recruiter to work from to continue recruiting in area school districts.

## CHRISTINA CAVAZOS
## DIRECTOR – CURRICULUM

### DIRECTOR'S REPORT:

- Attended the Deans meeting to discuss the proposed instructional programs for the upcoming year and the summer uniform class times reduction by five minutes, February 2
- Attended the President's Administrative Staff meeting, February 4
- Met with program developer for the proposed Biotechnology Associate of Applied Science to discuss pending items and status of proposal, February 8
- Met with the interim VPAA and Continuing Education department to discuss the proposed non-credit programs for development in the upcoming academic year, February 8
- Attended the Banner User Group meeting where the security audit findings were discussed and the plan to comply with recommendations for access to institutional applications was presented, February 8
- Met with SmartEvals vendor to discuss recommendations for improving the data processing of uploads, February 9
- Participated in College Wide Professional Development Day; attended the "Game Winning 3 and Making it Count" morning session along with 2 break out sessions titled "Google & Office 365" and "Microsoft Planner", February 11
- Facilitated the College-Wide Curriculum Committee Meeting, February 15
- Attended the Degree Works transfer meeting with Texas A&M University to discuss their experience with implementing Transfer Finder, February 18. The university was still undergoing the process to implement.
- Attended the PDC meeting, February 18
- Met with the program developer for the Cosmetology program and the Dean of BPST to discuss the approval process and finalizing the proposal in order to remain on track for Spring 2023 offering, February 18

- Attended meeting to discuss the Developmental Education Requirements regarding TSI compliance for students in TSI liable programs, specifically workforce programs, February 22
- Met with department chair for the HMAS to discuss revisions to curriculum, February 25
- Attended the Perkins Leadership Event for presentations on pathways to employability, February 24
- Worked on the draft AY23-24 academic calendar and other committee materials in preparation to start the Academic Calendar Committee process; sent calendar invite to committee members and developed the draft calendar for review
- Facilitated the Academic Calendar Committee for AY23-24 to review the committee materials and discuss feedback on the calendar drafts, February 25
- Worked on notifications to THECB for curriculum revisions, specifically drafting the letter to deactivate the AS – Computer Information Systems, the award title change for the BAT – Technology Management to Operations Management, and the course forms to update the subject code from TMGT to OPMG
- Worked on a presentation for the upcoming Virtual Innovations Conference in March to present on the transtion of the syllabus management process before and after the implementation of Concourse Syllabi
- Worked on the Syllabi compliance reports; institution was at 92% as of February 2nd, and 94% as of February 15
- Worked on different versions of scheduling for the proposed Cosmetology program to accommodate the arrangement between South Texas College and PSJA for use of their facilities, to assist the program developer and the Dean of BPST
- Worked on the data files and setup in preparation for the Chair Evaluations, which are scheduled to start on February 28; worked with the HRIS team to secure listing of full-time faculty that taught both Fall and Spring terms and worked with the OVPAA's office to confirm list
- Met with search committee to review applications for the Administrative Assistant vacancy in the Curriculum Department and scheduled interviews for early March
- Worked on OER course schedules to send to the department chairs to review and identify for tagging in Banner
- Worked on the Degree Works Prerequisite audit report, as part of the conversion project, to ensure all courses converted to this method have been updated in Banner

## CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended Banner User Group meeting to obtain more information regarding the Banner Security initiative, upcoming banner patches, and discussion on Oracle 19c upgrade and Transfer Finder with TAMUK project, February 8
- Attended the SmartEvals Satisfaction Meeting to discuss the application's email timing, ways to improve and increase response rates, and future meetings/training, February 9
- Worked on Fall 2022 2nd review course schedules for 7 departments
- Completed audits on Summer and Fall 2022 course schedules for program chair approvals, instruction mode and discrepencies
- Finalized content for the 2022-2023 online catalog and was submitted for online publication
- Followed up with the Applications Analyst to obtain the status of the Scheduling Application regarding the SSO issue and next steps. Will be reevaluating the project plan and make an internal plan with the scheduling team and Director of Curriculum due to the project being placed on hold by the IT team.
- Assisted Director of Curriculum with updating EMSI data in the Biotechnology program development proposal
- Managed the N12, K1, and M5 course evaluations through Smartevals in the month of February; final response rate was 16%
- Completed tagging OER sections for the first report for Summer and Fall 2022 terms in preparation for registration
- Worked on compiling the submission forms for the change in subject code to the TMGT courses to OPMG in preparation for submission to THECB for approval

## YOLONDA JARAMILLO
## DIRECTOR – LEARNING OUTCOMES

### DIRECTOR'S REPORT:

**Meetings:**

- Met with the Psychology program chair to discuss and review COP #3, Low Pass/High Withdrawal Rate options, February 1
- Met with IVPAA, Academic Affairs Project Manager, to provide updates on the project and recommendations from faculty and program chairs from Biology, History, and Psychology, February 1
- Met with IT Applications Manager and Applications Analyst to troubleshoot data cloning options to access fall 2021 PLO data, February 1
- Met with faculty and program chairs to assist with the Data Summit Pyramid Activity, February 1-10
- Met with the IT Applications Analyst to review accessible fall 2021 PLO data. The only option available was a CSV file that would require additional efforts to audit and verify data, February 2
- Participated in Week Two: Ambassador Cross Training Academy, February 3
- Participated in the President's Administrative Staff meeting, February 4
- Met with Applications Analyst to provide an overview of the JagPRIDE data load process and outcomes, February 7.
- Met with the IT Manager and Applications Analyst to plan spring 2022 JagPRIDE data loads in preparation for the manual mass activity inserts and application launch, February 7
- Met with Child Development and Early Childhood program chair to draft PLO Assessment Plan for the new AA degree, February 7
- Participated as a panelist for the CWPOD: Data Summit Open Labs to prepare faculty for the department meeting aligned activities, February 9-10
- Met with Biology, History, and Psychology program chairs to plan the COP #3 Low Pass/High Withdrawal Rate project redesign, spring 2022 timeline, and student survey questions, February 10
- Participated in the CWPOD Run of Show meeting to practice panelist interaction and support during the keynote speaker's presentation, February 10
- Participated as a panelist for the CWPOD: Getting Better at Getting Better: How to Use Data as a Tool to Support Instruction and Student Success keynote speaker presentation, February 11
- Facilitated PLO and Curriculum Mapping Training for the Diagnostic Medical Sonography and Radiologic Technology teams, February 11
- Met with the Director of RAS and Qualitative Researcher to review and discuss COP #3 Low Pass/Rate High Withdrawal Rate student survey questions, options, deliverables, and timeline, February 14
- Facilitated PLO and Curriculum Map Training follow-up for Diagnostic Medical Sonography team, February 15
- Met with Liberal Arts Dean to review and discuss Core Objective Targeted Improvement Plans, February 15
- Facilitated Core Objective Targeted Improvement Plan project update, faculty feedback/recommendations, drafts, discussion, and next steps at the College-Wide Curriculum Committee Meeting, February 15
- Met with faculty and program chairs to discuss Core Objective Targeted Improvement Plans, February 16 – 28
- Met with the IT Applications Manager and Project Manager to review Reporting Analyst applicants, February 17
- Participated in Week Three: Ambassador Cross Training Academy, February 17
- Participated in the Planning and Development Committee Meeting, February 18
- Met with OPOD Manager to add Learning Outcome Open Lab Training to the PD system, February 21
- Met with PR to discuss options to share email flyers with interactive content, February 21
- Presented Learning Outcome, ePortfolio, and COP #3 updates at Academic Council, February 21
- Met with Biology, History, and Psychology program chairs to review and discuss student survey questions, February 22
- Met with Diagnostic Sonography and Radiologic Technology program chair to finalize Curriculum Maps for both programs, February 22
- Met with Qualitative Researcher, Biology, History, and Psychology program chairs to review and discuss student survey questions, February 22
- Met with the Patient Care Technician program chair to update PLO Assessment Plan and Targeted Improvement Plans, February 23

- Met with Child Development and Early Childhood program chair to review and discuss Curriculum Maps for programs, February 23
- Participated in Powerup: Professional Development System workshop, February 23
- Facilitated Learning Outcomes Open Lab Training: Targeted Improvement Plans, February 24-25
- Participated in Week 4: Ambassador Cross Training Academy, February 24
- Met with the Computer Science and BAT-CIT program chair and faculty to review PLO Targeted Improvement Plans for each program, February 25
- Met with IT program chair and faculty to review PLO Targeted Improvement Plans for each program, February 28
- Met with BSN program chair to review PLO Targeted Improvement Plans and upcoming accreditation needs, February 28
- Met with the Vocational Nursing program chair to review PLO Targeted Improvement Plans and DECS accreditation alignment, February 28

**Projects:**

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Assisting Program Chairs to develop PLO Assessment Plans for new programs. Updated Targeted Improvement Plans and direct access OneDrive Folders. Cross-referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Created a new PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Developed a Microsoft Form and shared it with deans and program chairs to submit PLO Targeted Improvement Plans.
- Academic Affairs Comprehensive Operational Plan: Developed informational presentation with an overview for Biology, History, and Psychology departments with individual data reports. Met with Biology, History, Psychology teams to develop improvement plans. Scheduled follow-up meeting with IVPAA for February 1, 2022
- Budget: Planning the remainder of 2021-2022 encumbrances.
- Concourse Learning Outcomes Update: Meeting with Program Chairs to ensure consistency in documentation across the PLO Curriculum Maps, ACGM, WECM, Concourse, and updating documentation as needed.
- Core Objective Targeted Improvement Plans: Developed faculty survey to gain more feedback. Thirty-eight surveys were completed in favor of proceeding with all aligned core curriculum courses consistently integrating skills. The final vote will take place at the following College-Wide Curriculum on March 24, 2022
- ePortfolio Taskforce: Identified Institutional needs and current applications in use. Requested questions and concerns from members. One response received. Pending demos.
- Handbook of Operations: Updated Argos IE data request procedure, creating a JagPRIDE service ticket, and JagPRIDE mass activity insert guide.
- JagPRIDE Fall 2021: Updated course mapping. Sunset requested sections and revised program chair access. Manually added data to PLO Assessment Plans. Ran an audit of data to verify that the correct courses were mapped and the accurate reporting terms were documented on the PLO Assessment Plans.
- JagPRIDE Spring 2022: Completed 100% of the mass activity inserts and opened the JagPRIDE application for data submission on February 18, 2022 to meet N5, N12, K1, and M5 session grade deadlines. Developed informational flyers and shared with IVPAA, deans, program chairs, and faculty/staff news. Ran daily audit reports to troubleshoot any issues with data submissions or discrepancies.
    - Core Objectives Data Submission: .4% completion (1 out of 228 faculty complete with 590 unduplicated sections)
    - PLO Data Submission: .4% completion (2 out of 450 faculty complete with 1,107 unduplicated sections)
- Learning Outcomes Specialist Hiring Committee: Concluded interviews. Submitted hiring proposal. Met with HR to check the status of the hiring process. Job offered to the candidate. Pending start date.
- Learning Outcomes Open Lab Training: PLO Targeted Improvement Plans: Developed training and flyers to share with IVPAA, deans, program chairs, and faculty/staff news. Developed participant needs assessment surveys. Shared pdf presentations with participants and followed up on questions and meeting requests after the training. Three one-hour interactive training were scheduled for February 24 – 25, 2022, with 52 faculty completing the training. Three more trainings are planned for the first week of March.
- Program OneDrive Folders: Updated all PLO Assessment Plans and removed outdated files. Updated direct access for approved team members.

### GRANT & PROJECTS:

- Met with the DHSI Coordinator to aid drafting the Annual Progress Report budget and Legislative Allowable Activities (LAA) documentation, February 14
- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule spring 2022 courses in the ALCs.
- Assisted faculty with technical issues in the ALCs and submitted service tickets.
- Collaborating with departments and campus schedulers to schedule spring and summer 2022 events in the ALCs.

## ACADEMIC EXCELLENCE PROGRAMS

### VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Started creating new a design concept for the 17th A Night with the Stars Gala. Set a date for the 17th ANWTS Gala, October 13th, 2022. Requested a quote and contract from Corinthian Event Center. Requested Vendor/Contract/Architect list from Business Office and Facilities Planning and Construction to add to our sponsor request mailing list.
- **Recruitment –** Sent email reminders to all qualified dual credit students regarding March 31 priority application deadline. Emailed counselors from our partner high schools to remind them about the application deadline and offer to present to their students.
- **Scholarships** – Submitted Post-Census award list to scholarships and financial aid.
- **Meetings –** Held the VS monthly meeting on February 10 via Teams.
- **Volunteer –** Students volunteered for the Phi Theta Kappa Recruitment Mail out from February 21-25
- **Administrative –** Attended the Academic Council meeting on February 21 via Teams. Attended the College Wide Professional Development Day on February 11

### PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent email invitation to students that met membership requirements. Mailed out invitation letters to students that were invited and had not yet accepted membership.
- **Meetings** – Held the PTK general meeting on Friday, February 25 via Teams. Had weekly meetings with PTK officers on Sundays at 3:00pm.
- **Administrative** – Started travel pre-approval for Advisor and student to travel to the PTK Texas regional Convention on March 10-12. Registered for the convention, booked hotel and requested air fare quote for travel.

### HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Administrative** –Continued to send reminders and collect documents from various honors faculty.

## SHANNON PERALES
## STARFISH ADMINISTRATOR

### MEETINGS:

- DHSI Quarterly Meeting, February 1
- DHSI Coordinator/Starfish Student Data Review, February 2
- Starfish IT Bootcamp Series, Teams Meeting, February 2
- A.C.T.A. Workshop # 212149, February 3
- Starfish-Inside Trach Planning Meeting, February 3
- IT-Starfish Organizations Design, February 9
- DHSI-Inside Track Evaluation Presentation, February 10
- OPOD Workshop # 215740, February 11
- Inside Track Presentation Meeting, February 11

- Starfish-GPS-Advising Professional Development, February 11
- PR Production Review of Awareness Campaign, February 14
- Starfish and AA Deans Monthly Discussion, February 14
- Guided Pathways Specialist Monthly Meeting, February 16
- A.C.T.A. Workshop # 212149, February 17
- South Texas College RFP Kick Off Meeting, February 17
- OPOD Workshop # 221207, February 18
- Starfish Product Roadmap, EAB Presentation, February 18
- PDC Meeting for February, February 18
- Academic Council Meeting, February 21
- Meet & Greet, STC President, February 21
- Inside Track Consulting Project, February 22
- Develop Educational Requirements, February 22
- A.C.T.A. Workshop # 212449, February 24
- Distance Learning and Starfish Objectives, February 24
- OPOD Workshop # 221210, Starfish Faculty Advisor Training, February 25
- QEP-Starfish Assessment Meeting, February 28

### PROJECTS:

- Starfish Analysis and Reporting Diagnosis, process flow and direct accessibility for cross functional teams needing to be provided the appropriate reports and reviews of Starfish Data. Evaluation of reporting functions and capabilities with needs assessments.
- Starfish Training Handbook development, ongoing research and evaluation to provide instructions, screenshots, and overall effective use of the Starfish application.
- Roles and Relationship Optimization Project, continuing with Organizations designed with IT for Spring 2022, updating and generating the proper data feeds to meet the continually changing population of South Texas College.
- Starfish Campaign for Awareness, Video Development with PR & Marketing, DHSI Expectations Year 2, review of feedback received from students on specific ideas of how to get the attention of the current student body and encourage the use of Starfish.
- Starfish Assignment Assessment and modifications to include In-Take Survey for Future semesters. The first of class activity is designed to verify students have accessed the STC email account, logged into Starfish, updated or created account and can raise their "Paw" with an assignment completed flag signaling to the Faculty they are an active student.
- Faculty Advisor onboarding and training for assistance with flagged students. Closing the loop assessment and process flows to increase communication and design across the college community.

## DR. MARICELA SILVA
## ACADEMIC INITIATIVES AND PROJECTS OFFICER

### GRANTS:

**Potential Grants:**

- THECB Work-based Learning Opportunity – Internships Grant
    - The grant proposal was submitted by the deadline of Monday, January 31st. We requested a total of $249,826.74. The program internships that will be funded through the grant are: Architectural & Engineering Design, HVAC-R, Construction Supervision, Electrician Assistant, Paralegal and Human Resources. The award will be announced on or about February 13, and the monies can be used retroactively for students who are already participating in Capstones or Internships.
    - **UPDATE:** STC was notified that BPST had been awarded the grant in the amount of **$250,000** (the maximum available per institution). The grant will run from **February 15 – September 30**, 2022. Students who participate in the following programs will be eligible for paid or an increase in paid internships, up to $20 per hour: AEDT, HVAC-R, Electrician Assistant, Construction Supervision, Paralegal, and Human Resources.

- Lumina Foundation -- Million Dollar Community College Challenge Grant
    - Reviewed email received from RDMC regarding grant opportunity. This is a national grant, which will help support brand building and marketing for community colleges. Nine colleges will receive $100,000, plus technical assistance. One college will be awarded $1 million, plus technical assistance. An informational webinar was scheduled for Feb. 22nd and Feb. 23rd. I responded to RDMC and recommended that they include PR & Marketing as this grant is specifically focused on branding and marketing.
    - Attended the Applicant Webinar. While the Dean for BPST has expressed interest in the grant; I have recommended that the PR & Marketing Department, possibly SAEM, and others be involved in the planning as this is focused on new innovative approaches to marketing, branding, and enrollment/recruitment.

**Existing Grants:**

- Perkins Basic V Grant
    - Received information from some of the Deans and/or Program Chairs for the Biannual Report; started inputting the information into the Grant's template. Worked on the Biannual Report adding additional information as it was received from the Deans and Project Managers into the Grant's SharePoint template. Met with NAH Project Manager to discuss concerns regarding the equipment pre- and post-surveys. We will have a follow-up meeting next week to revisit the concerns, as well as review the CLNA and plan for FY23 Application. Participated, presented and collected data at the Dual Credit Program's CTE Advisory Committee Meeting.
    - Worked on and finalized the Biannual Report draft. Met with RDMC's Perkins Coordinator to review the draft and requested feedback/recommendations. Suggested edits were made. Additional clarification was needed from BPST Division, and a request was sent. Received email from RDMC regarding upcoming Perkins CLNA webinar. The information was shared with Deans and Project Managers and a recommendation that they register for the webinar. Reminders were sent to Project Managers that the Semi-Annual Certification for Perkins funded positions is due March 7, and a sample of the form was sent as an attachment.
- Perkins Leadership – ACE Grant
    - Attended THECB's annual Perkins State Leadership Webinar to learn about the innovative CTE projects underway around the state of Texas, which are funded through the Perkins State Leadership grant program.
- NAPE Grant
    - Met with BPST Dean, Director for Advising, RDMC, and others to discuss the NAPE/CTE Grant. There are no actual grant monies associated with this particular grant. This was an agreement between Dean Lozano, RDMC and, I assume, the NAPE organization. STC will be developing faculty and student surveys, which will be administered in the next couple of weeks. The data collected will be shared with NAPE. Additionally, as point of contact, I will be required to attend the NAPE conference in April.
    - Attended NAPE Meeting to review and discuss survey results before Thursday's NAPE meeting. Attended the PIPE Select/Act | ILC | Temple College Perkins Leadership Grant | Feb 24, 2022 - PIPE Select/Act | ILC meeting to review survey outcomes, plan, and share best practices and challenges with other colleges participating in the NAPE grant.
- THECB OER (Math Department) Grant
    - Reviewed emails between the PI and RDMC regarding Personal Activity Reports (PAR) and NOEs. Reviewed emails between the PI, RDMC, and Grant Accounting regarding grant payment. The grant states that 50% of the payment will be sent once the PI has submitted the report and uploaded the OER course information. However, the OER courses have not been completed; therefore, there is concern that payment will not be received until after the grant ends. The representatives from Grant Accounting will be contacting THECB to clarify.
    - Participated in the OER Grant meeting to discuss with our THECB contact, questions the Math and Philosophy departments have regarding the expectations and reporting requirements in reference to the first payment of 50% of the funding. Questions were clarified and guidance provided. The departments can expect the 50% payment once the documents discussed in the meeting are submitted.

- DHSI Grant
    - Participated in a meeting organized by the DHSI Grant Coordinator. Participants included the Director for Advising and team from InsideTrack to review and discuss training outcomes and recommendations for future trainings.

### INITIATIVES:

- Advisory Committee Meetings – Emailed Advisory Committee Meeting Audit Report to Deans. Several of the minutes were still missing, and a request was sent out to the Deans and Project Managers. Received and audited additional Advisory Committee Meeting minutes and updated the report, which will be shared with the Deans.
- Worked on the DegreeWorks Progress Assignment report, which was provided to the QEP Director and Coordinator for Advising for follow-up.

**Trainings, Meetings or Workshops:**

- Met with IVPAA to discuss current projects and status, etc.
- Participated in STC's College-Wide Professional Development day.
- Attended and presented at monthly Academic Council meeting.
- Attended Development Education requirement meeting to discuss TSI requirements.
- Participated in *Coffee with CAEL* to listen to CAEL President, Earl Buford, as he reflected on CAEL's journey. Mr. Buford shared CAEL's plan moving forward with regards to CAEL's strategic goals. We also heard from Christine Carpenter, CAEL's SVP of Engagement, who shared the outcomes from CAEL's 2021 member survey results, and Becky-Klein Collins, CAEL's VP of Impact, who provided information as to why CAEL has decided to make a change from PLAs and use the term Credit for Prior Learning (CPL) instead.
- Attended the Virtual White House Virtual Celebration of Afro-Latino Heritage. Panelists spoke of their shared experiences in higher education, challenges, and best practices.

## LISA ALEMAN & MONICA PEREZ
## PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted Learning Outcomes by making PDF accessible for web
- Assisted OPOD with logistics for College-wide Professional Development Day
- Began to assist with coordination of STC Workforce Summit
- Began coordinating 2022 Faculty Retirement Ceremony
- Began coordinating design concepts and colors for annual scholarship gala
- Continued to develop Distance Learning PowerPoint presentation for EWDC Meeting
- Developed and distributed Meeting Evaluation for Collaborative Leadership Meeting
- Developed bi-fold brochure highlighting STC participants at the 2022 CCBA Conference
- Developed STC & UTRGV Collaborative presentation for EWDC Meeting
- Developed Talking Points for Data Summit
- Developed Valley Scholars Summary of historical data and current finances
- Finalized agenda and handouts for Academic Council meeting
- Reviewed, edited, and submitted Monthly Activity Report for Academic Affairs Division
- Reviewed, revised, and submitted all COP Status Reports for Academic Affairs Division
- Worked on updates for NAH programs booklet

### PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on FLAC Calendar for Summer 2022
    - Continue working with BO and HR on Summer 2022 Payroll Pay Dates & Fraction of Payment schedule
    - PEPFLAC for contract types: 90, OV, 45, NA, DC and PS
    - PEPFLAC for part of term: 1, K1, M0, M2, M5, M8, N1, N5, and N12
    - Total jobs to be uploaded for compensation: 912

- 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
- Continued working on updating Grade Appeal Procedures
- Continued summarizing information pertaining to Student Complaint submitted via portal
- Continued working on creating SharePoint Page for Academic Initiatives
- Continued working on Important Dates Template for Academic Affairs SharePoint Site
- Continued working on Quick Tips page for Grant Inventory
- Created workflows to relocate computer lab furniture in PCN P due to conversion for staff offices

## DESIGN WORK:

- Assisted Curriculum with cover design for Program Development Resource Packet
- Assisted Dual Credit with changes for National Summit for Dual Credit Programs designs
    - Resized and finalized retractable banner
    - Updated Co-Branded logo with new navy STC logo
    - Updated designs for the NSDCP booklet
    - Updated the NSDCP co-branded logo to include the vertical three-line STC logo
- Assisted Finance and Administrative Services Division with updates/corrections for the 2021 Popular Annual Financial Report
- Began working on 2022 A Night with the Stars event designs
    - Logo design update
    - Sponsorship Request booklet artwork
    - Began setting up template for web banner
- Updated STC to UTRGV Collaborative logo
- Worked on South Texas College Workforce Summit "Save-the Date"
- Worked on promotional flyers for the Pecan Plaza and Mid-Valley Wellness Centers
- Worked on Pantone color alternatives for the Nursing and Allied Health Graduation Banner

## MEETINGS:

- Attended meeting to discuss status of OVPAA COP #3 Initiative, February 1
- Met to discuss plans for upcoming Data Summit, February 1
- Attended Deans Meeting, February 2
- Met with Executive Director of PR & Marketing to discuss retractable banner design for National Summit for Dual Credit Programs, February 7
- Attended EWD Committee Meeting, February 8
- Attended logistics meeting for College-wide Professional Development Day, February 10
- Attended College-wide Professional Development Day, February 11
- Met with Modern Campus to further discuss online registration application for non-credit students, February 15
- Attended virtual meeting regarding Title IX student cases, February 16
- Attended virtual meeting with Associate Comptroller at Business Office regarding the updates/corrections for the 2021 Popular Annual Financial Report, February 16
- Met with Dean for BPST to discuss FY23 Tuition and Fees schedule, February 17

- Attended virtual Design Kick Off meeting regarding Mid Valley Campus Automotive Lab, HVAC Classroom Lab, and Welding Lab Expansions, February 17
- Attended virtual Construction Drawing Review meeting regarding Mid Valley Campus Renovation of Space for Culinary Arts, February 17
- Attended virtual meeting on Student Conduct Panelist Training - Dispute Resolution Tools, February 18
- Attended Academic Council meeting, February 21
- Met with Dean for BPST and ARC Risk Manager to discuss accidental insurance for students in BPST programs, February 22
- Met virtually with faculty CMAS Coordinator regarding development of job description, February 22
- Attended virtual meeting regarding the Developmental Education Requirements, February 22
- Attended virtual THECB Annual Perkins State Leadership Grant meeting, February 23
- Attended virtual THECB Annual Perkins State Leadership Grant meeting, February 23
- Met virtually with Compensation and Payroll Manager to discuss future initiatives on processing faculty assignments via FLAC, February 23
- Met with Executive Director of Public Relations & Marketing regarding changes for the National Summit for Dual Credit Programs booklet and co-branded logo, February 24
- Attended virtual Banner Security Project meeting regarding Banner access, February 25
- Attended virtual committee meeting regarding the AY23-24 Academic Calendar, February 25

# Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: MARCH 1, 2022

SUBJECT: ACTIVITY REPORT FOR FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022

## DR. DAVID C. PLUMMER, VICE PRESIDENT
## OFFICE OF ISPP&SI

| Event / Project / Task | Description | Completed Tasks | Next Steps |
|---|---|---|---|
| **Diabetes Panel Discussion 03/23/2022 STC Pecan Student Union Ballroom** | South Texas Health System (STHS) and STC are Hosting a Panel Discussion with community leaders and healthcare professionals regarding how to help our community prevent, treat, and beat diabetes. | • Venue Reserved<br>• STC Facilities<br>• EdTech<br>• PR Approvals | STC Nursing Dept Representative (need confirmation)<br>STC Security & Parking<br>STC: Coffee, Bottled Water<br>STHS: Snacks<br>Future Meetings 03/11/2022 and 3/21/2022 to finalize setup |
| **Diabetes Symposium 03/26/2022 STC Pecan Student Union and Building J Classrooms** | South Texas Health System (STHS) and STC are Hosting a Community Expo Symposium for the public with free diabetes screenings, seminars, exercise and cooking demos and more to help our community prevent, treat, and beat diabetes. | • Venue Reserved<br>• STC Facilities<br>• EdTech<br>• KINE Club<br>• Counseling Dept<br>• PR Approvals | Future Meetings 03/11/2022 and 3/21/2022 to finalize setup<br>STC Security & Parking<br>NAH Representatives |
| **Youth Camps Summer 2022** | Summer Camps offered by STC Faculty and Staff on multiple campuses and online. | • Camps Posted Online<br>• CRNs created<br>• ISDs notified | Student Registration Count (weekly from CE) |
| **Border Patrol Training Agreement** | Border Patrol Trainings at RCPSE for driving course, driving simulator, and classroom space. | • MOU Draft<br>• First BP Training Scheduled 03/21/2022 | Access/Keys: BP 3-B, 1.301, Gate Key for EVOC<br>Possible attachments for MOU: Facility Use Agreement, Waiver, Reservation Form |
| **Navy Law Enforcement** | Sharing Law Enforcement AAS with Navy Law Enforcement Officers and advise of escrow credit options | Met with trainers at Lackland AFB to share info on 03/08/2022 | Follow-up Meeting 04/29/2022 |
| **Bus Lease Agreement** | Need for school busses and city busses available for STC to teach bus driving courses. | Agreement with Vanguard to lease a school bus. | Working on an agreement with City of McAllen to lease a city bus. Awaiting approval by FTA review. |

## MEETINGS

- Board Meeting
- Board Committee Meetings
- Cabinet Meetings
- ISPPSI Leadership Team
- Presidential Administrative Staff (PAS)
- Planning and Development Council (PDC)
- STC - TAMU Partnership
- Professional Development Day Logistics
- Anthology
- Bus Driver Training
- Hidalgo County Sheriff's Office
- IE/COP
- FANUC
- STHS Diabetes Conference Planning
- US Navy and Viqtory
- Strategic Planning
- Border Patrol
- McAllen State of the City
- IT and CS Webpage
- HEB Project
- DHSI Inside Track
- Hidalgo County
- SAEM Leadership Team
- IRESP
- Edinburg CISD Superintendent
- NAH Programs
- EAB – Creative Review
- Educate Texas
- Blackboard Help Desk
- Tech Campus- German Manufacturer
- STC Foundation

# 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 Team will finalize the Financial Manager's Handbook Acknowledgements pages the week of March 21. After testing is completed, the Team will publish the pages to production. The new upgraded Student Obligation Acknowledgments has been completed and is ready for testing. Cashiers will test their processes and SSB pages so the Team can publish the pages by March 21. HR Appointment Letters and Faculty Notices development will begin in March to be completed by the Summer. Additional apps will continue to be converted throughout the rest of 2022. The Oracle 19c database upgrade was postponed as Ellucian has extended the support to May 2022 to allow for additional time to update apps that connect to the database.

### 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 get back to normal.

### DEGREE WORKS

The Application Development 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 met with Texas A&M Kingsville and discovered that they are in the middle of upgrading their DegreeWorks application. Our Team will meet with them again in a couple of weeks once their DegreeWorks Application has been updated. Texas A&M Kingsville also mentioned that they are currently testing an application that displays transfer course work. Our Team will access the application to see if it meets STC's needs. Once the project with Texas A&M Kingsville begins, the STC Team will reach out to 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 to 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 data replication from Pecan to TJC and Pecan to Starr Campus. No issues or errors have been encountered. In addition, the IT Team continues reviewing and assessing the Banner server's configuration environment along with the other server dependencies in preparation of replicating the Banner servers to the TJC co-location.

IT Team continues analyzing VMWare Site Recovery Manager and vSphere Replication Manager features, which can be utilized to automate and streamline the Banner server replication to TJC data center site. The current Banner replication process at Starr Campus is manual but for TJC a new process will be needed.

The new gas generator has been installed in Building M and is pending the completion of the gas lines and gas meter by Texas Gas. Texas Gas is expected to complete their work on March 3. After Texas Gas completes their work, Metro Electric will proceed to work on transferring the main electrical power from the old generator to the new one. Then, Metro Electric will coordinate with the STC staff to schedule a power transfer test and a load test of the new generator. The new completion date has not been confirmed.

### VIRTUALIZATION PHASE II

The IT Team in coordination with Open Labs successfully deployed the virtual applications to fifty (50) computers district wide. No issues or errors have been reported since the deployment of the virtual applications. The IT Team will continue monitoring the health and performance of the virtual applications deployment. The plan is to release the virtual application to all computers district wide by the beginning of the summer.

The IT Team continued monitoring the virtual environment being used by the cohort of students for the spring semester, no issues have been reported.

## JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

### MFA: TWO-FACTOR AUTHENICATION

- 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. 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.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

### RISK MANAGEMENT

- December 9th Advisories were released of a known security vulnerability discovered in Log4j. We identified those systems that were impacted and followed vendors recommendation. Currently running daily vulnerability scans to make sure we don't have that risk in our environment anymore.
- 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 Nationwide Cybersecurity Review (NCSR), annual self-assessment designed to measure gaps and capabilities of cybersecurity programs.
- 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

- Dual Credit Course Offering.
- Substantive Change Process Update.
- Geospatial Prospectus.

### MEETINGS / TRAININGS

- IRESP Administrators Weekly Meeting.
- President's Administrative Staff Meeting.
- Data Summit.
- IRESP Staff Weekly Meeting.
- Meeting with VP Plummer to Discuss Staffing Plan for 2022-2023.
- College-Wide Curriculum Committee Meeting.
- PDC Meeting – DMI presentation.

### PROJECTS

- Comprehensive Operational Plan: Status Report – Updated with approved COPs from VPs.
- Data & Planning Academy.
- Departmental Procedures.

### MISCELLANEOUS

- IRE February Weekly Reports to ISPP&SI.
- Transition Plan – Saving IRE Project Manager information to the department share drive.
- Institutional Review Board.
- IRE January Monthly Report to ISPP&SI.
- Budget - Planning FY 22-23.

## DR. BRADLEY W DAVIS, DIRECTOR
## INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

## INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion.
- 2021-2023 Rubric Templates Report.
- 2021-2023 Entity Tree - Division/Department Official Names.
- C.O.P Final Excel Report.
- Xitracs Maintenance.
- Completion of 2020-2021 COP Update.
- Cabinet Level IE Plan Integration.
- Support for Program-based Accreditation (Re-accreditation).
- Planning and Development Council and IE.
- SACSCOC Ongoing Activities.
- Budget Development Support.
- Indirect Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion.
- IE Reports Data Support.

## MEETINGS / TRAININGS

- IEA Analyst Weekly Meeting.
- IEA Analyst Self Training and Research.
- QEP Follow-Up.
- Data Management & Integrity (DMI) Committee.
- College-Wide Organizational Professional Development Day.
- Division (IEA & RAS) Meeting with Dean on Updates & Planning.
- IEA Weekly Staff Meeting.
- Achieving the Dream Activities.
- PDC Meeting.
- Meeting with VP Dr. Plummer.
- ISPPSI Division Meeting.
- Academic Calendar Committee.
- Presentations – IE Plan Development.
- Data Summit Meeting Follow-Up.
- Data Literacy Academy and Workshops.
- CTN – Ascender Site Visit Administrators & Institutional Research Meeting.

## FACTBOOKS AND DATA PORTAL

- Data Portal Updates.
- Fact Book Updates.
- Census Data.

## DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support.
- QEP Assessment Data Support.
- Substantive Change Support.
- Ad Hoc Discussions with RAS and/or STC Constituent(s).
- CTN Course Success Report.

## MISCELLANEOUS

- IEA February Weekly Reports to ISPP&SI.
- IEA January Monthly Report to ISPP&SI.

# SERKAN CELTEK, DIRECTOR
# RESEARCH & ANALYTICAL SERVICES

## INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- Credit Hours and Contact Hours Report

- HEDS Graduate Survey 2022 Administration
- IPEDS Fall Enrollment Survey
- IPEDS Financial Aid Survey 2021-22
- IPEDS Graduation Rates Survey
- IPEDS Outcomes Measures Survey
- Progressed Initiative Program - Data Template of EAB
- Tech Campus Planning Survey
- Texas Pathways Institute #5 Advance Work

## SURVEYS

- ADN simulation survey for Spring 2022
- COP #3 Survey
- Dual Credit Faculty Survey
- FAS Satisfaction Survey
- HEDS Graduate Survey 2022 Administration
- Library Quality Survey for Spring 2022
- Tech Campus Planning Survey

## QUALITATIVE STUDIES

- CDC Focus Group
- CLNA NAH Focus Group
- Data Summit Project

## DATA REQUESTS

- Adult learner cohort tracking - Last five Fall semesters
- Archives of Spring Enrollment Progress Reports
- College District County Population Projections for 2022Valley Scholars Program Historic Student Persistence and Graduation Rates
- Data Summit - Course Success pyramid data
- Fall enrollment 1995 to 2021 (existing data chart)
- Fall 2021 Online Only Enrollment
- Fall 2021 Starfish tracking - additional analysis required and clearing items added
- Health Information Technology Enrollment and Graduation AY2021
- Historical count of degrees and awards conferred and Spring 2022 census enrollment
- Latest TSI Math Scores, Credit Currently Enrolled, Remedial History, Contact of Listed Students, Reading and Writing Scores, Credit Currently Enrolled, Remedial History, Contact of Listed Students
- New student lists for Fall 2021 and Spring 2022 at the Mid-Valley Campus
- Online Tutoring Recipients Passing Rates
- Persistence and graduation rates
- Program level courses AY2021- additional programs added
- Spring 2020 census Political Science majors list
- Spring 2021-2022 census enrollment comparison
- Starfish Flags tracking report Spring 2022 - 1
- Starfish GPS notes report
- Starfish Non-Dual Courses Financial Aid Roster survey completions
- Students in the Spring 2022 taking Medical Terminology HITT1305 - Demos/Contact
- Unemployment rates - Hidalgo and Starr Counties

## MEETINGS

- Academic Council Meeting
- Data Academy Meeting
- COP #3 Survey Meeting
- COP #3 Chairs Support Meeting
- Data Academy Meeting
- Ascender Site Visit Administrators & Institutional Research (Zoom)
- IRESP Staffing Meeting
- IRESP Weekly Meeting

- DMI Presentation Meeting
- PDC Meeting
- ISPP&SI Leadership Team Meeting
- EWDC Meeting
- Organizations in Starfish: Future Option
- Tech Campus Facilities Survey Meeting
- CWPOD: Data Summit Open Labs
- DHSI-Inside Track STC Program Diagnostic Presentation
- Data Summit follow up Meeting
- Data Literacy Academy Meeting
- DM&I Committee Meeting
- PAS Meeting
- Starfish Intake Survey Consulting, DHSI Grant Meeting

## OTHER RESEARCH/SUPPORT

- ACTA (Spring 2022)
- Chew IRB
- Database scripts for HRIS
- Data Summit - Exercise form data review/analysis
- DHSI survey consulting for Starfish
- Finalized DHSI coaching questionnaire
- Online Only SPSS Script Created for Analysts' Use
- Persistence Rates Update - PDC presentation
- Review of Data Summit pyramid exercise responses
- Rewriting of Programs for ODS Transcribed to Use Banner Tables and Views
- VR Lab assessment access assistance

# DR. JESÚS CAMPOS, DEAN
# LIBRARY AND LEARNING SUPPORT SERVICES

## PROJECT HIGHLIGHTS

| **Pecan Campus Library – Temporary Operations Prep** | **Progress:** 95% | **End Date:** April 2022 |
|---|---|---|
| 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. Coordinated on possible additional temporary staff workspace at Technology Campus. | | |

## ACTIVITY HIGHLIGHTS

- Reviewed Pecan Campus Library 30% construction documents.
- Planned Conflict Management Practices training for Collegewide Professional and Organizational Development Day
- Revised Intellectual Property policy in response to meeting with legal counsel.
- Corresponded with RAS regarding Library & Learning Support Services Satisfaction Survey project.
- Revised Intellectual Property policy procedures and flowchart in connection meeting with Academic Affairs and HR colleagues.
- Coordinated with Library & Learning Support Services administrators on staffing plan and budget submissions.
- Compiled findings relating to Community User matter at Mid-Valley Library and Learning Commons and prepared and issued findings letter.
- Coordinated with Library & Learning Support Services administrators on staffing plan and budget submissions.
- Prepared information message and coordinated with Library and Learning Support Services (LLSS) Marketing Committee staff to develop a Pecan Campus Renovation update page.

## MEETING HIGHLIGHTS

- Participated in meeting to discuss ACRL/IPEDS Academic Libraries report.
- Participated in technology project status meeting with IT and Library and Learning Support Services.
- Prepared for and presented on Pecan Campus Library Renovation Participated at PAS Meeting
- Participated in meeting with ERO Architects, Facilities Planning & Construction, and LLSS staff regarding comments on 30% construction documents.
- Participated in DHSI-Inside Track presentation on results of diagnostic study
- Met with Library and Learning Support Services administrators to discuss status of projects and plans.
- Presented to Planning & Development Council on Pecan Campus Library Renovation project.
- Participated in meeting of the Board of the Texas Council of Academic Libraries.
- Participated in meeting of the Texas Library Association Legislative Committee.
- Met with VP ISPP&SI to review LLSS staffing plan proposal.
- Participated in AY2023-2024 Academic Calendar Committee meeting.

### TRAINING HIGHLIGHTS

- Prepared for and presented on LLSS developments for ISPP&SI Division Meeting at CWPODD
- Prepared for and presented staff training entitled Conflict Management Practices
- Participated in Collegewide Professional and Organizational Development Day break out session.
- Completed Campus Security Authority annual recertification training.

## LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

### ACTIVITY HIGHLIGHTS

- TSLAC Grant
- Hotspot Devices
- Records Retention
- Laptop Equipment – HEERF Grant
- Pecan Campus Library Renovation & Expansion

### MEETING HIGHLIGHTS

- Attended Pecan Campus Library Renovation & Expansion Meeting
- Attended Pecan Campus Library Consultant Coordination Meeting
- Attended Preliminary Review Pecan Library Renovation 30% Drawings: CLE Meeting
- Attended Preliminary Review Pecan Library Renovation 30% Drawings: ET Meeting
- Attended Preliminary Review Pecan Library Renovation 30% Drawings: IT Meeting
- Attended Pecan Campus Library Renovation 30% Drawings LCOL/Library Meeting
- Attended President's Administrative Staff Team Meeting
- Attended O&I Librarian & ADLS Meeting
- Attended IT LLSS Review Meeting
- Attended Beliefs Meeting
- Attended Technical Services Budget Development Meeting
- Attended ISPP & SI Leadership Team Meeting
- Attended Dean of Library Services Meeting
- Attended Librarian II Weekly Meeting
- Attended Librarian III Weekly Meeting
- Attended New Budget Set-Up Meeting
- Attended T-Mobile Meeting
- Attended Laptops Meeting
- Attended Library Public Services Budget Development Meeting
- Attended LLSS Administrator Meeting
- Attended CINAHL EBSCO Meeting
- Attended TSLAC Meeting
- Attended Associate Dean Meeting
- Attended Librarian I Weekly Meeting
- Attended Technology Campus Tour Meeting

### LIBRARY DATA:

**Monthly Statistics**

- Library Website Visits# _9,405__
- Discovery Search Visits# _2,804__
- Active Community Users # 83__
- Visitors # _20,898__
- Reference/Research: __41__
- Non-Reference/Research: __9__
- Library Art Gallery Events # __6__
    - Attendance In Person _25__
    - Attendance: Synchronous Online __81__
    - Attendance: Asynchronous Online ___37_
- Library Events # __1___
    - Attendance Synchronous # __46___

**Events and Library Art Gallery Highlights**

***Observation Landscape***

**Featured: Britney Luna & Jessica Monroe: Open call for recycled artwork** | **Location: Pecan Campus Library** | **October 1, 2021 – March 10, 2022**

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/

***iTlacuachismo! 2021***

**STC Student + Community Artists** | **Location: Mid-Valley Library** | **October 8, 2021 – February 10, 2022**

This exhibit features artwork 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/

***Inside the Artist Studio – 5 Part Series***

**Jaden D. Blango – Figure Drawing** | **Location: Live Virtual Webinar** | **February 9, 2022 – 1:00 P.M.**

The South Texas College Library Art Gallery presents a virtual art workshop series "Inside the Artist Studio" every second Wednesday of the month beginning in February at 1:00 p.m.
At every session, a different artist will lead participants in an hour-long workshop teaching specific visual art skills—figure drawing, resin collaging, and visually interpreting written poems. https://library.southtexascollege.edu/virtual-art-workshop-series/

***"Time and a Half"***

**Jason Valdez, MFA (STC Alum) + Community Artists** | **Location: Technology Campus Lib** | **February 16, 2022 – August 5, 2022**

South Texas College's Library Art Gallery presents its latest exhibit highlighting the connection between the visual arts and vocational careers such as welding and auto mechanics.

"Time and a Half," featuring artwork by Jason Valdez, an STC graduate and now a professor at Victoria College, reflects Valdez's upbringing in a family of mechanics and welders in the Rio Grande Valley. The exhibition also features a call for automotive-themed artwork. https://library.southtexascollege.edu/time-and-a-half/

***Virtual Art Talk & Opening Exhibit Reception***

**Jason Valdez, MFA (STC Alum)** **Virtual &Technology Campus Library** **February 16, 2022**

South Texas College's Library Art Gallery presents its latest exhibit highlighting the connection between the visual arts and vocational careers such as welding and auto mechanics.
"Time and a Half," featuring artwork by Jason Valdez, an STC graduate and now a professor at Victoria College, reflects Valdez's upbringing in a family of mechanics and welders in the Rio Grande Valley. The exhibition also features a call for automotive-themed artwork.
https://library.southtexascollege.edu/time-and-a-half/

***Cultivating Grit with Donna Clark-Love***

**Speakers: Donna Clark-Love** **Virtual (Zoom Webinar)** **February 16, 2022**

Donna Grit is what happens when you pair passion with the tenacity to overcome obstacles. Join STC Library and Donna Clark-Love to learn how to cultivate grit and achieve your goals in tough times.

## PROJECT HIGHLIGHTS

| **Weed Collection** | **Progress:** 60% | **End Date:** Spring 2022 |
|---|---|---|
| Phase I – Identify and Remove Items to Discard<br>Phase II – Process Discard Items<br>Phase IV – Auction all discarded Items | Phase I – 80%<br>Phase II – 24%<br>Phase III – 50% | |
| This project is to identify and remove outdated resources from the collections of Pecan Library Campus. | | |

| **Web Checkout** | **Progress:** | **End Date:** August 2022 |
|---|---|---|
| Phase I – Open Labs inventory<br>Phase II – Library inventory<br>Phase III – CLE Inventory<br>Phase IV – Library Art Gallery inventory | Phase I – 100%<br>Phase II – 57%<br>Phase III – 5%<br>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:** 48% | **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 six modules. | | |

| **Annual Reporting (ACRL, iPEDS, STC)** | **Progress:** | **End Date:** March 2022 |
|---|---|---|
| Phase I – Assign sections of survey to teams<br>Phase II – Compile and review data<br>Phase III – Write the annual report (STC Annual)<br>Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual)<br>Phase V – Complete the ACRL web survey (February date)<br>Phase VI – Complete the iPEDS web survey (February date) | Phase I – 100%<br>Phase II – 100%<br>Phase III – 0%<br>Phase IV – 0%<br><br>Phase V – 100%<br>Phase VI – 100% | |
| There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY21 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is | | |

complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY21 STC report will be completed after all the data is collected.

## ACTIVITY HIGHLIGHT

- Hotspot Project/Laptop/Smartphones (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Hotspot Reports – Ongoing
- Hotspots Procedures Manual – Ongoing
- Weeding General Collection Project – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- HEERF Laptops Symphony Report - Ongoing
- Personnel Activity Report (OER Project)
- Personnel Activity Report (Smartphones direct wage) - Ongoing
- Smartphones circulation/check-ins – Ongoing
- Work from Home Time and Effort Reports –Ongoing
- Work from Home Schedule Weekly – Ongoing
- BAT Laptops cataloging/circulation – Completed
- Professional Development Day Training – Ongoing
- Coverage for other campuses schedules - Ongoing
- HEERF Laptops circulation/check-ins - Ongoing
- Organizational Leadership Library Instruction Sessions
- TC Students' Welcome Week Event
- Online Orientation Preparation
- NAH Library Orientation & Tour
- STRC Library Class Tours
- Library Leadership Team Presentation: 4 Stages of Learning + Imposter Syndrome
- OER Presentation for Professional Development Day - Completed
- Cross training Presentation for Circulation Professional Development Day - Completed
- Ethics Presentation for Professional Development Day – Completed
- The team cataloged 248 smartphones.
- College Wide Professional Development Day Presentations
- Library Art Gallery Virtual Workshop: "Figure Drawing with J. Blango"
- NAH Library Orientations & Tour
- HEERF Laptops Processes Audit – Ongoing
- Community User Guidelines Review/Update – ongoing
- Employee Guidelines (Exempt) Review/Update - ongoing
- "Time and a Half" Exhibition Installation
- "Grit" Virtual webinar event: 58 attendees
- Library Services ACTA Cohort Presentation
- Bethel Garden Murals Ribbon Cutting with McAllen Mayor
- "Time and a Half" Virtual Presentation/Event: 52 webinar attendees, 19 in-person
- Discards Project – Ongoing
- Institutional Moves _ Ongoing
- MVC "Who's the Bandit?" Exhibition
- TSLAC Grant Workshops Presentations
- Staff County K-12 Art Show Contest

## MEETING HIGHLIGHTS

- Staff members participated in Records Retention Workgroup Meeting
- Staff members participated in Librarian I Weekly Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff members participated in Mid-Valley Campus Meeting
- Staff members participated in Niche Academy Demo Meeting

- Staff member participated in ADN & RSPT Book Reserve Meeting
- Staff members participated in Grant Presentation Planning Meeting
- Staff members participated in Brand Iron Award Application Meeting
- Staff members participated in TSLCA Grant Presentation Meeting
- Staff member participated in Art Department Faculty Meeting
- Staff member participated in Bethel Garden Committee Meeting
- Staff members participated in Instruction Meeting
- Staff members participated in Professional Development Training Planning Meeting
- Staff members participated in Mid-Valley Campus Coordination Meeting
- Staff members participated in Brand Iron Award Application Meeting
- Staff member participated in Grants Department Meeting
- Staff member participated in Bethel Garden Department
- Staff member participated in PR Department Meeting
- Staff member participated in Faculty Program Meeting
- Staff member participated in CLE Zoom Webinar Meeting
- Staff member participated in Clayton County Library System Meeting
- Staff members participated in Library Instruction Module in Faculty Portal Meeting
- Staff member participated in Grants Department Meeting
- McAllen Parks & Recreation Meeting
- Staff members participated in Budget Meeting
- Staff members participated in Tidbits Meeting
- Staff member participated in Renovation Meeting
- Staff members participated in CINAHL/EBSCO Meeting
- Staff member participated in Niche Academy Meeting
- Staff members participated in Beliefs Meeting
- Staff members participated in FPC & LPS Institutional Moves Meeting
- Staff members participated in TSLAC Grant Workshop Survey Meeting
- Staff member participated in Pecan Renovation Website Updates Meeting
- Staff member participated in LLSS Marketing & PR Committee Meeting
- Staff member participated in Tiktok Teams & Event Proposal Meeting
- Staff member participated in Renovation Communication Set-Up Meeting
- Staff member participated in Blog Updates Meeting
- Staff member participated in Campusspeak Agency Meeting

## TRAINING HIGHLIGHTS

- Staff member attended webinar – Compassionate Leadership: How to do Hard Things in a Human Way
- Staff members attended Ambassador Cross Training Academy
- Staff member attended webinar – "We are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happened After"
- Staff members attended College Wide Professional Development Day: "Programming & Events for Spring Semester & Beyond"
- Staff members attended webinar – "Copyright for Librarians presented by Niche Academy"
- Staff members attended College Wide Professional Development Day: "The State of the Division"
- Staff members attended College Wide Professional Development Day: "Interactive OER Presentation"
- Staff members attended College Wide Professional Development Day: "Cross Training for Circulation"
- Staff members attended College Wide Professional Development Day: "Conflict Management Practices"
- Staff members attended College Wide Professional Development Day: "Ethics in the Workplace"
- Staff members attended Ambassadors Cross-Training Academy
- Staff member attended webinar – "Event Preparedness: Active Shooters and Hostile Activity at Your Venues
- Staff member attended webinar – Why and How to Implement Privacy and Surveillance Information Literacy into Your Institution When It's Not Part of Your Job Description"
- Staff member attended webinar – "Safe and Inclusive Events for 2SLGBTQIA+ Youth"
- Staff members attended Ambassadors Cross-Training Academy
- Staff member attended webinar – Augusta Baker Diversity Series: Makiba Foster
- Staff member attended webinar – "Navigating Banned/Challenged Books"
- Staff member attended webinar – "Welcoming Immigrants"
- Staff member attended webinar – "Library Services Overview"
- Staff member attended Gimkit Training

# DR. MARIE EVANS, DIRECTOR
# EDUCATIONAL TECHNOLOGIES

## MEETINGS:

- 2/01/2022: ET Leadership Meeting
- 2/03/2022: ET Project Update Meeting, Business, Public Safety & Technology Division Meeting
- 2/04/2022: ET Leadership Meeting, IT LLSS Project Review Meeting, PAS Meeting
- 2/07/2022: ET Project Update, Student Staffing Agenda, ISPP&SI Leadership Team Meeting
- 2/08/2022: Outback Team Building & Training, ET CIP Proposals, State of Division PPT/Staffing Plan Meeting
- 2/10/2022: ET Director One-on-One, DHSI-Inside Track STC Program Diagnostic Presentation, Connecting in the Cloud: Open Discussion Spring Semester, CWPD Quick Run-Through
- 2/11/2022: ISPP&SI State of the Division Meeting-CWPOD Morning Session, CWPOD Break-Out Sessions
- 2/16/2022: Key Access/Key Requests Process, ET Project Update Meeting, VidGrid to Yuja Transition Meeting
- 2/17/2022: NSDCP Conference Update Meeting, Mid-Valley Campus Automotive Lab, HVAC Classroom Lab, and Welding Lab Expansion, CCUMC Professional Development Committee
- 2/18/2022: ET Leadership Meeting, LLSS Administrator Meeting
- 2/21/2022: ET Project Update Meeting
- 2/22/2022: ET Monthly Department Team Meeting
- 2/23/2022: STC Escape Room Jewel Heist
- 2/24/2022: ET Director One-on-One, Connecting in the Cloud: Managing Student Staff
- 2/25/2022: ET Leadership Meeting, Final Meeting prior to NSDCP Conference
- 2/27/2022: NSDCP Conference
- 2/28/2022: NSDCP Conference

## MONTHLY SPECIAL EVENTS COMPARISON

| 2021 | |
|---|---|
| **Jan** | 33 |
| **Feb** | 35 |
| **Mar** | 62 |
| **Apr** | 76 |
| **May** | 89 |
| **Jun** | 113 |
| **Jul** | 73 |
| **Aug** | 92 |
| **Sept** | 81 |
| **Oct** | 105 |
| **Nov** | 120 |
| **Dec.** | 85 |
| **Total:** | 964 |

| 2022 | |
|---|---|
| **Jan** | 16 |
| **Feb** | 85 |
| **Mar** | |
| **Apr** | |
| **May** | |
| **Jun** | |
| **Jul** | |
| **Aug** | |
| **Sept** | |
| **Oct** | |
| **Nov** | |
| **Dec.** | |
| **Total:** | **101** |

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number of Events 2021 | 33 | 35 | 62 | 76 | 89 | 113 | 73 | 92 | 81 | 105 | 120 | 85 |
| Number of Events 2022 | 16 | 85 | | | | | | | | | | |

## Total Man Hours

| 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** | 546.5 |
| **Total:** | 3056 |

| 2022 | |
|---|---|
| **Jan** | 67.75 |
| **Feb** | 149.25 |
| **Mar** | |
| **Apr** | |
| **May** | |
| **Jun** | |
| **Jul** | |
| **Aug** | |
| **Sept** | |
| **Oct** | |
| **Nov** | |
| **Dec** | |
| **Total:** | **217** |

## Monthly Counts

| | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| **Laptop** | 17 | 0 | 0 | 1 | 3 |
| **Data Projector** | 33 | 0 | 0 | 3 | 4 |
| **Projector/ Laptop** | 0 | 0 | 0 | 0 | 0 |
| **Computer** | 23 | 0 | 0 | 3 | 0 |
| **Microphone (Hand Held)** | 17 | 0 | 0 | 0 | 12 |
| **Microphone (Lapel)** | 1 | 0 | 0 | 0 | 7 |
| **RF Remote** | 0 | 0 | 0 | 0 | 7 |
| **PA System** | 5 | 0 | 0 | 0 | 12 |
| **TV/ Display** | 1 | 0 | 0 | 1 | 7 |
| **Screen** | 0 | 0 | 0 | 0 | 0 |
| **Portable Table** | 0 | 0 | 0 | 1 | 10 |
| **Keyboard/ Mouse** | 0 | 0 | 0 | 0 | 0 |
| **Mic Stands** | 0 | 0 | 0 | 0 | 0 |
| **Table Top Mic Stands** | 0 | 0 | 0 | 0 | 2 |
| **Document Camera** | 0 | 0 | 0 | 0 | 0 |
| **iPad** | 0 | 0 | 0 | 0 | 2 |
| **Mixer** | 5 | 0 | 0 | 0 | 10 |
| **Webcam** | 0 | 0 | 0 | 1 | 2 |
| **MAC Adaptor** | 0 | 0 | 0 | 0 | 0 |
| **Video Camera** | 1 | 0 | 0 | 0 | 0 |
| **Direct Box** | 0 | 0 | 0 | 0 | 8 |
| **Digital Camera** | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|---|---|---|---|---|---|
| **Speakers** | 0 | 0 | 0 | 0 | 10 |
| **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 | 0 |
| **Polycom Phone** | 0 | 0 | 0 | 0 | 0 |
| **Stooges (switcher)** | 0 | 0 | 0 | 0 | 0 |
| **LANC Controller** | 0 | 0 | 0 | 0 | 0 |
| **Exposure Meter** | 0 | 0 | 0 | 0 | 0 |
| **Camera Stabilizer** | 0 | 0 | 0 | 0 | 0 |
| **Comm. Headset** | 0 | 0 | 0 | 0 | 0 |
| **PTZ Camera** | 0 | 0 | 0 | 0 | 2 |
| **Interactive Display** | 1 | 0 | 0 | 0 | 0 |
| **PTZ Joystick** | 0 | 0 | 0 | 0 | 0 |
| **Gooseneck Mic** | 0 | 0 | 0 | 0 | 0 |
| **Blue-Ray Player** | 0 | 0 | 0 | 0 | 0 |
| ***TOTAL*** | ***104*** | ***0*** | ***0*** | ***10*** | ***98*** |

# ARTURO SOLANO, DIRECTOR INFORMATION COMMONS AND OPEN LABS

## MEETING HIGHLIGHTS

- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the Pecan Campus Library Renovation 30% drawings.
- The Director held one-on-one meetings with the Logistics Managers to discuss bi-weekly updates.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to review the comments on the 30% Pecan Campus Library Renovation drawings with Facilities Planning & Construction.
- The Director attended the IT L&LSS Project Review Meeting, hosted by the Dean of Library & Learning Support Services.
- The Director attended the President's Administrative Staff Meeting.
- The Director attended the ISPP&SI Leadership Team Meeting hosted by the Vice President of ISPP&SI.
- The Director held the weekly Open Labs Marketing Team Meetings.
- The Director held the weekly Direct Reports meetings to discuss weekly updates.
- The Director attended the Pecan Campus Library Consultant Coordination meeting.
- The Director held the weekly Open Labs Makerspace Team Meetings.
- The Director held the weekly departmental Training & Improvement of Services meetings.
- The Director attended the College-Wide Professional and Organizational Development Day Presentation run through.
- The Director attended the Spring 2022 College-Wide Professional and Organizational Development Day.
- The Director held the weekly Pecan Renovation Planning meetings with the Pecan Logistics Manager.
- The Director held the Pecan Renovation Planning meeting with the Pecan Logistics Manager and Open Lab Analyst.
- The Director held a meeting to discuss Makerspace planning with the Pecan Logistics Manager and Open Labs Specialists.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to provide updates on the Learning Commons & Open Labs.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.

- The Director held a meeting with the Library & Learning Commons & Open Labs Marketing Team to discuss the Pecan Renovation website updates.
- The Director spoke to the Chief Executive Officer of the Mission CEED to discuss the Facilities Use Agreement.
- The Director held the weekly departmental meeting with the Administrative Assistant to discuss record retention.
- The Director attended the Mission CEED tour with the Pecan Logistics Manager, Open Labs Specialist, and Educational Technologies.
- The Director held a departmental meeting with the Lab Supervisors to discuss the community user process.
- The Director held the monthly Library & Learning Support Services Marketing & PR Committee meeting.
- The Director held the weekly departmental WebCheckout meeting.
- The Director met with an Open Lab Technician to discuss the Pecan Renovation website updates.

## ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs attended the Spring 2022 College-Wide Professional and Organizational Development Day.
- In collaboration with the Library staff the Learning Commons & Open Labs members presented a cross training session during College-Wide Professional & Organizational Development Day.
- The Learning Commons & Open Labs' computer replacement cycle is underway.
- Sixteen Pecan F-122 group station panels were reupholstered.
- An Adobe Pro update is taking place at the NAH Campus.
- Windows updates are being deployed district-wide in sections.
- The Mid-Valley community user section is under configuration.
- The relocation of the Pecan P 3.102 lab to P 2.102 is underway.
- VirtualBox software has been installed and is reflecting on the website.

### DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – FEBRUARY 2022 ATTENDANCE STATISTICS:3,374

### ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

| Campus | Number of Logins | Number of Students | Laptop Checkouts |
|---|---|---|---|
| **La Joya Higher Education Center** | 2 | 2 | |
| **Mid-Valley Campus** | 2,242 | 727 | |
| **Nursing and Allied Health Campus** | 3,131 | 673 | |
| **Pecan Campus** | 4,163 | 1,363 | 36 |
| **Pharr Regional Center for Public Safety Excellence** | 192 | 41 | |
| **Starr County Campus** | 870 | 245 | |
| **Technology Campus** | 2,131 | 534 | |
| **Campus Totals:** | **12,731** | **3,585** | **36** |

### OPEN LABS PRESENTATION STATISTICS:

| Campus | Number of Presentations |
|---|---|
| **Mid-Valley Campus** | 1 |
| **Nursing and Allied Health Campus** | 1 |
| **Pecan Campus** | 4 |
| **Starr County Campus** | 6 |
| **Technology Campus** | 2 |
| **Total:** | **14** |

**JagPrint - Printing Report**

**Feb 1, 2022 to Feb 28, 2022**

Totals

| Type | Users | Jobs | Pages |
|---|---|---|---|
| Printing | 4445 | 30172 | 38050 |

| | | | |
|---|---|---|---|
| Web Printing | 1168 | 8258 | 32932 |
| Total | 5613 | 38430 | 70982 |

| | 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** | 656 | 3948 | 27102 | 180 | 1245 | 4428 | 836 | 5193 | 31530 |
| **NAH** | 729 | 6228 | 48283 | 703 | 5864 | 20860 | 1432 | 12092 | 69143 |
| **Pecan** | 1199 | 6640 | 49584 | 227 | 876 | 6322 | 1426 | 7516 | 55906 |
| **RCPSE** | 44 | 309 | 5219 | 0 | 0 | 0 | 44 | 309 | 5219 |
| **Starr** | 182 | 949 | 6804 | 39 | 151 | 926 | 221 | 1100 | 7730 |
| **Tech** | 467 | 3840 | 13487 | 23 | 126 | 396 | 490 | 3966 | 13883 |

## LYNELL WILLIAMS DIRECTOR
## CENTERS FOR LEARNING EXCELLENCE

**Monthly Statistics** **February 2022**

- Tutoring Sessions: 2,246
  - In-Person: 1,260
  - Online: 338
  - In-Class: 648
- Assignment Review: 1,021
- Supplemental Instruction: 311
- Visitors: 14,461
- Workshops: 7
- Workshop Attendance: 46
- Independent Study: 734
- Starfish Flags addressed: 263
- CLE Information Requests: 21

### PROJECT HIGHLIGHTS

**NSF Grant Year 3** **Progress: 6%** **End Date: December 2022**

CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. For Summer semester, we will be split funding several tutors to offer support to the grant.

**CLE Marketing Spring 2022** **Progress: 30%** **End Date: May 2022**

CLE coordinators met to discuss marketing initiatives for Spring 2022. They have developed a social media strategy and launched campus visits to develop content. The CLE distributed the CLE SWAY to Counseling, Academic Advising, and other departments to increase awareness of the wide array of services. CLE has developed CLE tour video for social media content and created a new Tutor Success Story for the website.

**Tutor Training for FY2021-2022** **Progress: 76%** **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. CLE conducted online training day on Thursday, January 13th for all campuses. CLE will schedule CRLA trainings for April 2022. Checklist for CRLA trainings have been updated by coordinators.

### IE PLAN PROJECTS HIGHLIGHTS

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

**Repository for NAH Student Support resources at Academic Coach page** **Progress: 45%**

**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. Videos have been reviewed and assigned to staff. Currently working on Dosage Cal content. OTA is working on content specific videos as well.

**IE Plan Objective 2: Expand Online Learning Support Services**

**Year 2 DHSI Grant Participation** **Progress: 25%**

**IE Plan Objectives: 2** **COP (2021-22) 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 Evaluation Kick off meeting. Promotional materials for Dual Credit students currently being vetted through PR. Met with Public Relations Department and discussed marketing materials. Video production kickoff meeting was held. Public Relations Department returned quote for card and magnet mailer.

| **Virtual CLE Quality Assurance** | | **Progress: 98%** |
|---|---|---|
| **IE Plan Objectives: 2** | **COP (2020-21) 3** | **End Date: January 2022** |

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. Pictures will be taken by CLE Department during Spring 2022. PR was contacted for pictures.

### IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

| **Update Focus Group Protocols for Embedded Tutoring** | | **Progress: 65%** |
|---|---|---|
| **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. Data collection for Fall 2021 has been completed. Had meeting to discuss qualitative assessment with the Lrn. Support Manager and developed action items.

| **Assess Student Satisfaction of Embedded Tutoring & SI** | | **Progress: 25%** |
|---|---|---|
| **IE Plan Objectives: 3** | **COP (N/A)** | **End Date: May 2022** |

Distribute and assess student satisfaction for Embedded Tutoring and Supplemental Instruction through a qualitative survey for Spring 2022. Coordinator and manager will send course list to RAS analyst to finalize distribution of survey.

### IE Objective 4: Increase Faculty Confidence and Collaboration

| **Implement Faculty Assisted Training for SLAs** | | **Progress: 35%** |
|---|---|---|
| **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 has been conducted on most tutored subjects and meeting was held. Coordinators will assess which courses they would like their tutors to sit in class to expand their skill set and collaborate with faculty during Summer 2022. Chemistry series would be developed and launched in Summer 2022 to expand tutor skill set. Met with SLA to discuss development of series.

## EVENTS HIGHLIGHTS

**Student Success Workshops** **Event Dates: February 2022**

The CLE and Library have teamed up to offer a 6-part workshop series on topics vital to student success. Workshops were facilitated by CLE Academic Coaches, Distance Learning Academic Coaches, and Librarians. Workshops focused on concepts such as: "Effective Note-Taking," "Library Services Overview," "Interactive Reading," "Research Basics," "Test-Taking Fundamentals," and "Citations & Avoiding Plagiarism."

**CTE Month** **Event Dates: February 2022**

CLEs participated in events throughout the month to celebrate Career and Technical Education Month. CLE employees had the opportunity to promote our services to several students and increase awareness.

**Welcome Week** **Event Dates: February 2-4, 2022**

The Centers for Learning Excellence participated in Welcome Week throughout the month of February to increase awareness of CLE services. CLE Staff was able to talk to several students in order to increase our outreach.

## MEETING HIGHLIGHTS

- CLE Marketing Meeting
- SI Mentor Meeting
- TSLAC Presentation Planning
- STARR Proposal Meeting
- Teambuilding Meeting
- Faculty Assisted Meeting
- Online Tutoring Appeal Meeting
- Upswing Meeting
- NAPE/PIPE Grant follow-up
- Pecan Library Renovation 30% drawings Internal meeting
- DHSI quarterly meeting
- Pecan Library Renovation 30% drawings External meeting
- IT LLSS Project Review meeting
- PAS Meeting
- Creative Co MVC Meetings for week of 1/31:
- Upswing Profile Setup
- Mid Valley LLSS Coordination Meeting
- ISPP&SI Leadership Team mtg
- DHSI-InsideTrack STC Program Diagnostic Presentation mtg
- Perkins Check-in mtg
- CWPODD: Developing a HS CLE model
- Met with Open Lab Supervisor to discuss coverage assistance needs
- Met with Online Learning Specialist for campus video
- Met with AEDT Program Coordinator to discuss 3D Printing Equipment in the Production Lab
- NAH Meetings: Perkins Check in meeting
- Conference Proposal Meetings
- TSLAC Grant Workshop and Zoom Webinar Features meeting
- Academic Coaching meeting
- Teambuilding Planning meeting
- Meeting with NAH Academic Coach
- TSLAC Student Success Workshop
- SWAY Tutor and Services Meeting
- SI Leader Meeting
- Academic Coaches Meeting
- Tutor Success Story Meeting
- DHSI Video Review STC/ImageHouse Introductions
- STC RFP Team Kickoff (DHSI)
- Dual Credit Programs Academic Advisory Group
- Dual Credit Programs CTE Advisory Group
- SLA Interview
- Customer Service Clerk Interview
- Interview Debrief Meeting
- Met with FT SLA to discuss summer Chemistry series trainings
- Faculty Upswing follow up training
- Met with ADN Academic Coach about remediation.
- Met with Learning Support Manager and Academic coaches about Remediation.
- Met with New ADN advisor to discuss CLE support.
- Met with BSN coach about Remediation.
- TSLAC Student Success Form Meeting
- Tutor Success Story Meeting
- Conference Meeting
- Academic Coaches Meeting
- SI Leader Meeting
- Inside Track Consulting Project kickoff meeting
- Staffing plan request update meeting
- NAPE data discussion meeting

- DHSI grant video production review meeting
- Open Labs Meeting
- Pharmacy Tech Chair for upcoming Fast Track events
- OTA Chair concerning Goniometer tutoring
- BSN Academic Coach concerning student tracking
- Instructional Coach OPOD to discuss NAH needs
- LLSS Marketing and PR Committee Meeting
- Conference Proposal Planning Meeting
- Online Tutoring Hours Appeals Committee Meeting
- SLA Interview
- Mid Valley Advisory Committee Meeting
- Front Desk Renovation Meeting with Construction Supervisor

## TRAINING HIGHLIGHTS

- Faculty Upswing Training
- Advanced Conflict Resolution Training
- ISPP&SI State of the Division mtg
- Records management
- Faculty Upswing Training
- CRLA Snack & Chat: Successful Faculty Involvement in Your Center
- ACTA
- MS Live Proctoring Using Respondus
- APA Training
- MLA Training
- Training NCLCA Webinar: Shovel organization tool

## EVENT HIGHLIGHT

- Welcome Week Tabling
- 5 MVC In-Class Presentations
- Open Labs conducted online interviews in A101-J
- 4 Pecan CLE Tours
- Coordinator Swap of CLEs
- Effective Note-Taking Workshop
- OTA Gallery Walk

## OTHER PROJECT MILESTONES

- CLE Wage Proposal Submitted for FY 22-23
- Student Success Workshop Series
- Participation in Texas State Library and Archives Commission Grant activities

## PROJECT COMPLETION HIGHLIGHTS

- CLE Wage Proposal Submitted for FY 22-23
- Upswing Platform Consolidation
- 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
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus

## ISAAC GARZA, PROJECT MANAGER
## OFFICE OF STRATEGIC INITIATIVES

1. **Project Role:** Project Manager/Grant Manager
**Project Name:** Micro Grant: Fall 2021 to Spring 2022
**Scope:** 1. Expend Grant Funds to pay for 120 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
**Milestone(s):**On Target to Meet Grant Goals, and expend all funds.

**Fund Status:**

| # of Exams Paid with Grant Funds | # of Exams Passed | Passing Rate |
|---|---|---|
| **Grant Target 120** | Grant Target: 100 | No Passing Rate Goal in Grant |
| **STC Paid So Far: 98** | STC Certified So Far:77 | 78.57%: STC Passing Rate |
| **81.66% of Goal Met** | 77.00% of Goal Met | *No Grant Passing Rate Requirement* |

| Total Grant Funds | Total Grant Funds Expended | Total Grant Funds Unspent | Expected Grant Expenders |
|---|---|---|---|
| **$30,000** | $6,846.20 | $23,153.8 | $29,185.00 |

2. **Project Role:** Project Manager/Facilitator
**Project Name:** IT & CS: Web Redesign
**Scope:** Redesign the IT & CS Home Page to improve the student user experience
**Status Summary:** Final Development of Beta
**Next Step:** Final Mock Up Approval before publishing in the Spring.

3. **Project Role:** Project Resource
**Project Name:** DHSI Grant
**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:** Complete and Submit Annual Performance Report

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

### PROJECT HIGHLIGHTS

| Project Name | South Texas College DHSI Grant Project |
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|---|---|
| **Project Role** | Project Coordinator |
| **Grant Period of Performance** | October 1, 2020 – September 30, 2025 |
| **Report Period** | February 1, 2022 – February 28, 2022 |
| **Grant Goals** | 1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth.<br>2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs.<br>3. Increase accessibility to an expanded use of technology-based resources.<br>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<br>2. Online Tutoring<br>3. Starfish<br>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. |
| **Year 2 Grant Expenditures to Date** | The table below lists the Year 2 Grant Expenditures to Date. Expense totals include Personnel, Fringe Benefits, Supplies and Contractual Costs. |

| Total Grant Funds October 1, 2021 – September 30, 2022 (Year 2 + Year 1 Carryover) | Grant Funds Expended to Date | Percentage Expensed |
|---|---|---|
| $894,273.89 | **$218,425.52** | **24.4%** |

**Summary Status**

**Academic Coaching:**

- Met with InsideTrack presenter and Academic Coaching team on February 9 for a run through of the InsideTrack/STC Program Diagnostic Presentation scheduled for February 10.
- InsideTrack provided a workshop on February 11 introducing the InsideTrack model for Professional Development Day.
- Attended InsideTrack/STC Partnership meeting on February 15, which was rescheduled due to Professional Development Day. The InsideTrack team reported that for the training they conducted for professional development there were 40-45 attendees who were excited by the content presented and feedback has been positive. For Quality Training update, every coach has had at least one debrief and so far, all coaches have an average score of 6.6. She explained that this is great news as the average score required for certification is 7 and the coaches are still in the early stages of their training. Seth reported that the Diagnostic Presentation meeting had a lot of great feedback, and some reached out after the presentation hoping to be involved in the Role Clarity project.
- Attended InsideTrack Coaching Reinforcement Training on February 18.
- Met with InsideTrack on February 22 to plan the execution of the Role Clarity project between Advisors, Academic Coaches, Guided Pathway Specialists and Student Success Specialists. Additional participants included Starfish Administrator, Director of Centers for Learning Excellence (CLE), Director for Advisement & Mentoring Services, and Dean for Business, Public Safety and Technology. After introductions, each attendee shared their thoughts regarding the importance of the Role Clarity Project as it pertains to their respective areas and to the college as a whole.
- Attended the InsideTrack/STC Manager Training on February 22.
- On February 24, BASOL Project Manager provided an update on the persistence rates from Fall 2021 to Spring 2022 to gauge whether persistence rates will meet or exceed the 2% increase required in the grant objectives. Data shows that Fall-to-Fall persistence rates are on track and will indeed increase by more than 2%. It was also reported that the satisfaction survey has been administered and data will be compiled after the March 1 deadline.
- Attended InsideTrack/STC Partnership meeting on February 25. InsideTrack announced staffing changes – Theresa will no longer the project manager as she has accepted a position outside of the organization; Lisa Thompson will take her place effective February 28. Seth and Theresa developed a Partnership Roadmap which provides an overview of the goals and objectives of each of the services provided, as well as a status table which outlines where we stand in the established timeline.

**Online Tutoring:**

- Approved the proposed items and distribution methods of the Online Tutoring toolkits as outlined by project owner.

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| | • Online Tutoring team notified DHSI Administration and External Evaluator that they are allowed to use the current vendor's questionnaire and add their own survey questions to formulate their component's DHSI Student Services Survey.<br>• Met with PR & Marketing department to discuss the options for ordering non-mailer postcards to promote Online Tutoring services. An official quote was forwarded to administration for processing.<br>**Starfish**:<br>• Met with Starfish Administrator, RAS and External Evaluator on February 2 to review and discuss the Starfish Student Services Survey.<br>• Offered Starfish Early Alert Training for Advisor Roles as a workshop for Professional Development Day.<br>• Received Fall 2021 Objectives data and Year 2 Formative Evaluation Activities from Starfish Administrator; External Evaluator confirmed receipt of the data.<br>• Submitted a request to RAS to reassess data by omitting raised flags to determine if this modification would allow for the fulfillment of the grant's objectives.<br>• Met with Starfish Administrator on February 28 to review and discuss Starfish data provided by RAS using revised parameters. Data will remain as previously reported.<br>**Financial Literacy**:<br>• Attended meeting with iGrad and Financial Literacy team on February 1.<br>• Career & Employer Services Staff attended an iGrad Reports Console and Platform Training on February 11.<br>• Received clarification from Financial Literacy Team for what constitutes a student being served. This will streamline the data collection and reporting process for Financial Literacy services.<br>• Submitted the Video Specification form to PR & Marketing on February 24.<br>**DHSI Administration**:<br>• Met with Project Owners on February 1 for the first Quarterly Meeting. Reviewed pending project activities from years 1 and 2 and provided an update on YTD expenses and remaining budget totals.<br>• Met with Accounting Specialist Jacinta Garcia on February 3 to review and discuss the budget narrative and data for the Annual Performance Report (APR). Budget table was completed, budget narrative was reviewed and approved, and Legislatively Approved Activities (LAA) table was completed.<br>• Sent an updated invitation for DHSI-InsideTrack/STC Program Diagnostic presentation on February 10 which included the meeting link and InsideTrack's Program Diagnostic report for reference.<br>• Attended President's Administrative Staff (PAS) Team meeting on February 4.<br>• Met with RDMC on February 7 for an initial review the sections of the APR as they have been uploaded into the HEP IS system. Provided a copy of the draft for further review and will hold a follow up meeting on February 9.<br>• Attended ISPP&SI Leadership Team meeting on February 7 to review the presentations for Professional Development Day.<br>• Follow up meeting with RDMC on February 9 focused on the budget section of the APR. Made corrections to the budget table and drafted explanations for increase/decrease in line items. Need to review Year 1 purchases to determine if there are expenditures that meet DOE's definition of a Year 1 expense. Will have follow up meeting on February 14.<br>• Attended and provided opening remarks for the DHSI-InsideTrack/STC Program Diagnostic Presentation on February 10.<br>• Met with RDMC and Grants Accounting on February 14 to review data for additional Year 1 expenses per DOE guidelines. Once data was verified, updates were made to the budget section including the budget table, budget narrative and Legislatively Allowed Activities (LAA) table.<br>• Met with Project Owners, PR & Marketing team, and Image House Media representatives on February 14 for an introductory meeting and an overview of the video production process. The Online Tutoring, Starfish and Financial Literacy teams shared their ideas and overall message they would like to convey with this project.<br>• Met with RDMC and Grants Accounting on February 16 to review the Budget Narrative section of the APR. Provided PDF file of the APR report for RDMC to review and will schedule a follow-up meeting once review is complete and begin finalizing report.<br>• Attended DOE AM Coffee Break Meeting February 17.<br>• Met with Project Owners, PR & Marketing team, and 25th Hour Communications representatives on February 17 for an introductory meeting and an overview of the Project Owners vision for their awareness campaign. All agreed that implementation dates need to be revised to be around the Spring and Fall semesters when more students are available.<br>• Reviewed expenditures to date to begin including the information on the Weekly Cabinet Reports and Monthly Activity Reports, which are shared with the Board of Trustees and are also available for public viewing.<br>• Completed modifications to the Project Status Report for the Financial Literacy component of the grant. This report will be used to track the planning and completion of activities by each grant component on a monthly basis. Modifications to the remaining grant components report forms remain pending. |
| **Next Steps** | • Meet with RDMC on March 1 to review pending sections of the APR report.<br>• Meet with Erin Swenson from InsideTrack on March 2 for a one-on-one meeting regarding the Role Clarity Project. |

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|---|---|
| | • Continue to work with External Evaluator, RDMC and Grants Accounting to finalize and submit the APR Report by Thursday, March 10.<br>• Attend InsideTrack/STC Partnership meeting on Friday, March 11.<br>• Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy. |