April
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Board Meeting
May 26, 2022

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MAY 30, 2022
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2022 THROUGH APRIL 30, 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-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College President's Administrative staff via Teams
- South Texas College Planning and Development Council meeting
- Meeting with Vice-President Dr. Plummer, Border Patrol and Navy Presentation Fire Flyer
- Recruiter Contract for Mexico
- Luncheon with CFT Educate Texas Kenyatta Lovett visit to South Texas College with Vice President
- Search Committee meeting for Vice President for Academic Affairs
- Virtual Interviews – Vice President for Academic Affairs
- US Navy Event Preparation

ATTENDED

- Higher Education Emergency Relief Fund (HEERF) Institutional funds Quarterly Reports
- Review and Discuss Support Model for Dual Credit International Students with Vice-President Dr. Plummer
- Texas State Technical College and South Texas College Partnership

- Texas Pathways Institute #5 Keeping Students on a Path
- Grow with Google HSI Career Readiness Pro
- PROGRESANDO Funding
- Teach for America
- Nemesis to FCBT
- Rio Grande Valley Focus Hybrid Leadership Team meeting
- South Texas College Faculty Retirement Ceremony
- Public Safety Expo – Fire Chief VIP Breakfast
- Discussion of Dual Enrollment Project with South Texas College
- Vanguard Academy Fast Track
- Board of Trustees Gary Gurwitz Retirement Ceremony
- The Million Dollar Community College Announcement
- Check Spring Career Expo Union

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2022 semester and Fall 2022 semester on March 7, 2022. **7,695** students have registered online for Summer 2022 semester and **4,081** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **628** chat sessions during April 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 Council, BUGS meeting, Commencement Ceremonies – final walk-through, logistics, staff assignments, Enrollment Appeals, non-credit Pell Grant eligible programs and TACRAO Committee.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- **2,143** potential May 2022 graduates accepted their invitation via Marching Order (out of a total of 3,077 potential graduates) to Spring 2022 Commencement Ceremonies, which will be held at Bert Ogden Arena on May 6 and May 7.
- Distributed graduation regalia at the Enrollment Centers located at Pecan, Mid-Valley and Starr County Campuses on April 4 – 29; **2,117** potential graduates picked up their regalia.
- Specialists downloaded, reviewed and verified **4,899** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 2022.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted students with residency requirements, as needed.
- Specialist for International Students assisted them with all aspects of admissions and registration.
- STC has **07** international students enrolled for Summer 2022 semester and **11** international students enrolled for Fall 2022 semester.
- Processed **102** course substitutions and exceptions in DegreeWorks during April 2022.
- Processed grade changes for **68** students during April 2022.

- Processed reinstatement requests for **15** students during April 2022.
- Processed schedule change requests for **3,522** students before the deadline to withdraw from the Spring 2022 semester on April 18.
- Processed **2,006** high school and **560** college/university transcripts during April 2022.
- Evaluated **466** transcripts from other colleges and universities during April 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **2,760** STC transcripts during April 2022.
- Scanned and indexed **3,143** documents submitted by students during April 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.

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 via Live Chat, Virtual Lobby and in-person for Summer 2022
- SFS Coordinator and Work-Study Specialist held interviews on April 8th for work-study vacancies
- Staff has been assigned to be at the NAHC or TECH for Fast Track events
- The following SFS Staff was assigned to work the Spring 2022 Commencement: Marisela Lozano, Irene Rodriguez, Graciela Garcia, Javier Guajardo, Melinda Garcia, Manoella Leal, Erika Garcia and Lauren Matthews.
- SFS Department celebrated all the current work-studies during work-study week April 18th – April 22nd. Samantha Barrientos from the Distant Learning Department was named Work-Study of the Year.
- 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 being processed for drops of Spring 2022 semester.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **38** events and served **1347** students and parents during the month of April
- Department is working with the Office of Continuing, Professional, and Workforce Education to develop and implement a student service framework to help transition GED students to South Texas College. The framework will include targeted CRM communications and improved internal processes to assist students in clearing financial aid, admission, and registration procedures. In addition, the program curriculum will be revamped to include enrollment activities, including an on-campus orientation.
- Department is working to develop and implement an enrollment communication plan for adult learner students. The plan includes targeted communication campaigns utilizing the Radius CRM and Mongoose SMS messaging systems. The plan will be supported by departmental staff which will adopt a case-management approach to assist students through the enrollment and re-enrollment processes.

SNAPSHOTS

Jaguar Connection Day was held in-person at the STC Technology Campus for PSJA ISD on April 21

Border Patrol Recruitment Presentation was held in-person at the STC Regional Center for Public Safety Excellence on April 22

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Mission Collegiate HS	04/01/2022	ISD	80
Application Drive	Donna HS	04/01/2022	ISD	53
Application Drive	La Villa ECHS	04/12/2022	ISD	28
Application Drive	Rio Grande City HS	04/12/2022	ISD	66
Registration Drive	La Villa ECHS	04/12/2022	ISD	5
Registration Drive	Health Professions	04/12/2022	ISD	58
Application Drive	Weslaco HS	04/13/2022	ISD	90
Registration Drive	Health Professions	04/13/2022	ISD	5
Registration Drive	Edcouch Elsa ECHS	04/20/2022	ISD	80
Jaguar Connection Day	PSJA ISD	04/20/2022	Technology	75
Application Drive	Sharyland HS	04/25/2022	ISD	141
Application Drive	La Joya ECHS	04/26/2022	ISD	31
Application Drive	Weslaco East HS	04/26/2022	ISD	71
Application Drive	Palmview HS	04/26/2022	ISD	26
Application Drive	McAllen HS	04/27/2022	ISD	50
Application Drive	Weslaco East HS	04/27/2022	ISD	48
Application Drive	Mercedes HS	04/28/2022	ISD	20
Application Drive	Rowe HS	04/28/2022	ISD	27
Application Drive	La Joya ECHS	04/29/2022	ISD	28
Application Drive	Economedes HS	04/29/2022	ISD	112
			Total	**1094**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	Veterans Memorial HS	04/05/2022	Virtual	50
Law Enforcement Recruitment	Border Patrol	04/06/2022	Edinburg	8
Law Enforcement Recruitment	Border Patrol	04/11/2022	RCPSE	14
Student/ Parent DC Information Session	Palmview HS	04/11/2022	ISD	10
Law Enforcement Recruitment	Border Patrol	04/12/2022	RCPSE	7
Student/ Parent DC Information Session	Weslaco HS	04/12/2022	ISD	45
Law Enforcement Recruitment	Border Patrol	04/13/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/18/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/19/2022	RCPSE	5
Law Enforcement Recruitment	Border Patrol	04/20/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/21/2022	RCPSE	12
Student/ Parent DC Information Session	Weslaco East HS	04/21/2022	ISD/Virtual	15
Law Enforcement Recruitment	Border Patrol	04/22/2022	RCPSE	11
Law Enforcement Recruitment	Border Patrol	04/25/2022	RCPSE	9
Law Enforcement Recruitment	Border Patrol	04/26/2022	RCPSE	13
Law Enforcement Recruitment	Border Patrol	04/27/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/28/2022	RCPSE	14
Law Enforcement Recruitment	Border Patrol	04/29/2022	RCPSE	8
			Total	**253**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - La Villa HS/ECHS
  - Progreso ECHS

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
- Transition Planning Meeting
- Transition Planning Meeting Follow-Up

- Reskilling Grant Follow Up Meeting
- TXDot Transition Meeting
- THECB Reskilling Grant Meeting
- Review of Cross-Training & Binder Logistics for New Hires
- Banner Training Meeting
- Banner Training – New Hire
- Reskilling Grant Screening Training
- Jaguar Connection Day Overview
- President's Administrative Staff Meeting
- Law Enforcement Documentation Process Meeting
- #RealCollegeTX Topic 5 Session
- Radius - Public Safety Meeting
- Reskilling Grant Follow Up Meeting
- Public Safety GPS Introductions Meeting
- TraxAdmin Changes Meeting
- Jaguar Connection Day Planning Meeting
- Reskilling Grant Check Up Meeting
- Presentation Review Meeting
- Jaguar Connection Day Overview – D2D Staff
- GED Enrollment Initiatives
- Navy Presentation Meeting
- Dual Credit Enrollment Meeting
- #RealCollegetx Workshop
- Reconciliations Review Meeting
- The Million Dollar Community College Announcement
- Reconciliations Review Meeting
- STC & 21st Century CTE Meeting #5
- Weekly Reskilling Grant Check In Meeting

PROFESSIONAL DEVELOPMENT

- 2022 Preparate Conference
- Texas Pathways Institute
- How to Achieve Your Goals Using the Tiny Habits Method
- How to Transform Challenges into Something Positive Using the Tiny Habits Method
- How to Overcome the Fear of Anything Using the Tiny Habits Method
- 2022 American Association of Community Colleges

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	**31**			**ACT**	**508**
Mid- Valley	**30**	**22**	**21 (95% show)**	**TSI EXAM**	**217**
Starr Campus	**21**	**16**	**14 (88% show)**	**TSI EXAM**	**89**
Pecan Plaza	**40**	**45**	**38 (84% show)**	**GED/ PEARSON**	**326**
Pecan Plaza		**134**	**127 (95% show)**	**TSI EXAM/ includes TSI Online**	**942**
Pecan Plaza		**12**	**9 (75% show)**	**TCOLE/ Proctored Exams**	**108**
Pecan Plaza		**77**	**64 (83%show)**	**HESI**	**554**
Mid-Valley		**22**	**20 (91% show)**	**HESI**	**277**
Starr		**5**	**5 (100% show)**	**HESI**	**66**
TOTAL:	**122**	**333**	**298 (89% show)**		**3,087- – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (04/01/2022 – 04/30/2022)		**Year To Date (09/01/2021 - 04/30/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	25	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	158
Developmental Ed (945+ & 0-4 Essay	13	Developmental Ed (945+ & 0-4 Essay	138
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	29
ELAR Diagnostic Level 4	34	ELAR Diagnostic Level 4	258
ELAR Diagnostic Level 3	19	ELAR Diagnostic Level 3	181
ELAR Diagnostic Level 2	13	ELAR Diagnostic Level 2	100
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**108**	**Total**	**864**
Mathematics College and Career Readiness			
Monthly (04/01/2022 – 04/30/2022)		**Year To Date (09/01/2021 - 04/30/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	23	**College Ready (950+ or 910+ & 6+ Diag)**	143
Mathematics Diagnostic Level 5	4	Mathematics Diagnostic Level 5	63
Mathematics Diagnostic Level 4	49	Mathematics Diagnostic Level 4	368
Mathematics Diagnostic Level 3	23	Mathematics Diagnostic Level 3	214
Mathematics Diagnostic Level 2	11	Mathematics Diagnostic Level 2	161
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**110**	**Total**	**949**
Data retrieved from College Board Accuplacer			
Date: 05/01/2022			

COLLEGE CONNECTIONS

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Dual Credit Programs Mexico Schools Partnership Mapping Process

RECRUITMENT

- Roma High School Apply Texas Drive
- Border Patrol Post Orientation Recruitment
- Mexican Consulate Ventanilla Recruitment
- Calvary Baptist Church College and Career Fair
- Donna North High School Apply Texas Drive
- Edinburg High School Recruitment Presentation
- Weslaco East High School Recruitment Presentation
- Individual Student Appointment – 5 appointments
- PSJA Collegiate College Decision Day
- Mercedes CTE Family Fair
- Hidalgo ISD Transition Fair
- Juarez Lincoln High College Fair
- PSJA Thomas Jefferson T-STEM ECHS Decision Day
- Veterans Middle School Career Day
- Weslaco High School College Fair
- Robert Vela High School Parent Night
- TSC Graduation Fair
- McAllen ISD Parent & Family Engagement College Presentation
- Sharyland High School Decision Day
- Oxford High School College Presentation
- PSJA North High School Decision Day

FAST TRACK

- Mercedes Early College Academy/ Mercedes Academic Academy
- PSJA North High School
- Southwest High School
- Jimmy Carter & Academy of Health Science
- La Joya ISD 2.0
- Rio Grande City ISD 2.0
- IDEA College Preparatory Mission
- Sharyland High School
- IDEA College Preparatory Donna
- Weslaco ISD 2.0
- Vanguard Academy 2.0
- Roma HS Fast Track 2.0
- IDEA College Preparatory Pharr

- Donna High School
- IDEA College Preparatory Alamo
- PSJA Memorial High School
- PSJA High School
- PSJA TSTEM
- IDEA College Preparatory Alamo
- ACHIEVE Early College High School Decision Day
- PSJA Southwest Decision Day
- McAllen Memorial Decision Day
- PSJA High School Decision Day
- PSJA Memorial High School Day

CAMPUS TOURS

- Pecan
  - Personal Tour – 3 visitors
  - IDEA Public Schools-Los Encinos – 7 visitors
- Tech
  - Personal Tour – 3 visitors
  - Sharyland High School – 40 visitors
  - IT EXPO – 90 visitors
- Starr
  - La Joya – Memorial Middle School GEAR UP – 20 visitors
- NAH
  - Personal Tour – 3 visitors
  - La Joya – Memorial Middle School GEAR UP – 20 visitors
  - Sharyland High High School – 16 students

CALL CENTER

Phone Calls	
Inbound Calls	8,396 calls

Fast Track Weslaco ISD

Picture include students who attended Weslaco ISD Fast Track event at the MidValley Campus. These students registered for classes for the summer and fall semesters. Students who registered received an enrollment packet and a t-shirt to celebrate their jaguar pride.

Fast Track-IDEA College Prep Mission

Pictures include students who attended the Vanguard Academy Fast Track event at the Pecan Campus. These students registered for classes for the summer and fall semesters. Students who registered received a #stcnewjaguar t-shirt and enrollment packet to celebrate their jaguar pride. Students also got a STC banner to show their commitment and pride to their decision to attend South Texas College.

Decision Day at McAllen Memorial High School

The College Connections department attended McAllen Memorial College Decision Day to celebrate future South Texas College students. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

Decision Day at McAllen Memorial High School

Picture include students who attended PSJA ISD Fast Track event at the Pecan Campus. These students got a college presentation presentation, FYC Orientation and were able to registered for classes for the summer and fall semesters.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
9,424	Student Contacts, Outreach & Virtual Appointments
2,458	CTE Student Contacts
83	Student & Alumni Registered on CCN
54	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
36	Jobs posted to CCN
2	Workshops Presented
79	Resumes Reviewed Online by Employers via CCN
2184	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Aircool Tech - ACT. Corporation
- Bridgestone Retail Operations, LLC.
- City of South Padre Island
- Continental Forwarding Services, Inc.
- Green, Rubiano &Associates
- Mariner Finance
- Radio United LLC
- Royal Technologies
- Texas Department of Criminal Justice
- The Borgen Project
- Total Computing Solutions of America, Inc.

- Tropical Texas Behavioral Health

Presentations/Workshops

- Virtual class presentation for Medical Assistant Technology practicum students (17 attendees)
- Diesel in class presentation (8 attendees)

Employer Outreach

- Maxim Magazine
- Atlas Electrical, Air Con & Plumbing
- IBC Bank
- Rhodes Enterprises
- HB Neild
- PBK Architects
- Entravision Communications
- French Ellison Truck Center
- A&G Engineering
- DHR
- Hospital Corporation of America

Employer Registrations

- CarMax
- City of McAllen
- FUMC DAY SCHOOL
- Glazers Beer & Beverage
- Green Light Go
- Hill & Romero Certified Court Reporters
- Kimball Midwest
- Legacy Preparatory Charter Academy
- Payne Insurance Group
- Tropical Texas Behavioral health

Coordination of Upcoming Events

- Career Service Informational table for IT Career Expo at Technology Campus
- In class presentations for Diesel Technology students
- Virtual class presentation for Medical Assistant Technology practicum students
- In class presentations for Diesel Technology students
  Support Services Tech Campus presentation for Faculty/Staff

MEETINGS AND MISCELLANEOUS INFORMATION

- CES Director participated in the three-day on-site evaluation audit conducted by the Accreditation Commission in Education for Nursing (ACEN) in support of the BSN program.
- CES is collaborated with Public Relations to plan and to the *Financial Literacy Awareness* speaker series to be held at the Starr, Mid-Valley and Pecan campuses in cooperation with Texas Regional Bank.
- CES and the Student Activities Department hosted the **STC 2022 Spring Career Expo.** This event provided a means for students to connect with companies that they may have an interest in exploring

employment opportunities. The expo also provided an opportunity to allow students to meet with employers and interact directly with recruiters from different fields. Approximately 85 representatives

- from the educational, engineering, government, media, medical, law enforcement, construction, technical, retail and motor vehicle industry participated in the Expo. Students were able to discover new career opportunities, make an impression, ask questions and seek new leads.
- CES conducted outreach efforts to students (325) for employment opportunities at Job Fair held by Tropical Texas Behavioral Health
- Outreached all students (4,243) and (5,081) alumni for Spring 2022 Career Expo via online job board- College Central Network
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff submitted Campus Security Authority (CSA) form for compliance to department of public safety
- Compiling, preparation and submission of FY22 Biannual Perkins Time on Task documentation
- CES conducted follow-up outreach efforts with Employer HBNield for registration and participation coordination for the STC 2022 Spring Career Expo
- CES conducted outreach efforts with AEDT for VG Vanguard Engineering, LLC. Regarding employment opportunities via CCN online job board platform for registration and participation coordination for the STC 2022 Spring Career Expo
- Continued to create and update marketing on social media pages for the STC 2022 Spring Career Expo.
- CES staff conducted follow-up outreach efforts with CSM French Ellison for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Mid-Valley campus in cooperation with Texas Regional Bank.
- CES staff continued with outreach efforts with all student (4,292) and alumni (5,185) for Spring 2022 Career Expo via online job board- College Central Network
- Conducted virtual open workshop via Microsoft Teams
- CES conducted Professional Headshot Student Sessions
- CES conducted outreach efforts with ProBar for internship positions and for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Pecan campus in cooperation with Texas Regional Bank.
- CES participated with STC Campus police to coordinate and facilitate parking for the STC 2022 Spring Career Expo.
- CES conducted Professional Headshot Sessions at the STC Mid Valley Campus.
- CES sent follow-up email invitations for the STC 2022 Career Expo to all employers registered on the CCN platform.
- 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 and for registration and participation coordination for the STC 2022 Spring Career Expo
- Conducted outreach efforts with Border Stone Rehab Services regarding employment opportunities for STC students and alumni and for registration and participation coordination for the STC 2022 Spring Career Expo

- CES with representatives of the building maintenance department in order to follow-up with preparation plans for the upcoming STC 2022 Spring Career Expo.

- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection and for registration and participation coordination for the STC 2022 Spring Career Expo
- Continued marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs.
- CES informational table for PSE Career Expo.
- Participated in Public Safety & Excellence Career Expo CES informational table.
- Career Service Informational table for IT Career Expo at Technology Campus
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Conducted outreach to HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of available employment opportunities and for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Starr County campus in cooperation with Texas Regional Bank.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Continuing to assist 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 efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper positions and for registration and participation coordination for the STC 2022 Spring Career Expo
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event for Nursing students and for registration and participation coordination for the STC 2022 Spring Career Expo
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Updated and created Spring/Summer CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated PTA Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 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 Public Relations department.
- Outlined Spring/Summer CTE program collaborative projects and targeted student-based events.
- Conducted outreach to Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews, professional headshots, and mock interviews.
- CES staff continues to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by modifying the iGrad program link in 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 on behalf of various employers and for registration/participation coordination for the STC 2022 Spring Career Expo
- Created Financial Wellness CTE student outreach materials.
- 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.
- CES staff conducted Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- CES staff participated in 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 grant 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 support and 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 April 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.
- 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.
- 118 resume revision via CCN, 12 student outreaches, 11 student walk-ins

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 6.
- The Office of the Ombuds conducted Dispute Resolution Student Academy make up Session.
- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- 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 Student Rights and Responsibilities is preparing for the National Week of Conversation events.
- The Office of the Ombuds conducted Dispute Resolution Student Academy make up session and circle at Starr County Campus.
- The Office of Student Rights and Responsibilities assisted the virtual the Texas Mediator Round Table quarterly meeting and featuring speaker Dr. Kevin Slaikeu.
- Ms. Michelle Miller attended the Chrome River update with Business Office.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- The Office of Student Conduct is working with the Office of Human Resources on Student Conduct Officer job descriptions.
- 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 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 assisted the department meeting for Physical Sciences and Engineering to provide information on classroom discipline.
- The Office of Student Rights and Responsibilities is preparing for the National Week of Conversation events.
- The Office of Student Rights and Responsibilities assisted the virtual the Texas Mediator Round Table quarterly meeting and featuring speaker Dr. Kevin Slaikeu.
- Ms. Michelle Miller attended the Chrome River update with Business Office.
- The Office of Student Conduct attended the virtual National Behavioral Intervention Team Talking BITs: The Impact of Anti-LGBTQIA+ Legislation on Youth.

BEHAVIORAL INTERVENTION TEAM

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

STUDENT ACTIVITIES AND WELLNESS

- Student Leadership Academy Retreat at Camp Rio

- Corn-N-Cup (Mid-Valley)

- Empanadas & Iced Coffee (Pecan)

- Nachos & Keychains (Mid-Valley)

- Caramel Popcorn Day (Technology)

- Mystery Box (Technology)

- Plant-tastic Day 1 & 2 at NAH (NAH)

- Student Government Association Volunteering Day

- South Texas College Soccer Club vs Trinity University FC

- Jaguar Showdown + Ice Cream Social (Pecan)

- Sweet Easter (NAH)

- Easter Minute to Win It Games (NAH)

- Easter Celebration (Technology)

- Easter Celebration (Mid-Valley)

- Spring Celebration (Starr County)

- Canvas Painting (Mid-Valley)

- Easter Egg Decorating (Pecan)

- Ice Cream & You Sing!! Karaoke (NAH)

- Earth Day Celebration (Technology)

- Earth Day (Starr County)

- Starr Campus SLA Student Service Cleanup at Falcon Lake (Starr County)

- Evolve: The Latinx Leadership Experience at TSC

- Earth Day Sand Art (Pecan)

- Donut Stress. Let it Glow (NAH)

- Superhero Trivia (NAH)

- Superhero Day (Technology)

- Student Government Association Leadership Banquet (Starr, Mid-Valley, McAllen Campuses)

- Make a Friendship Bracelet Day (Pecan)

- Drive-In Movie Night @ Technology Campus (Technology)

- Student Government Association (District-wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- 2022 Dodgeball League (Mid-Valley)
- 2022 Spring Coed Nickel Softball Tournament (Pecan)

Counseling Services

April 2022					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Academic Probation and Academic Suspension	34	2	37	2	3
Mental Health Counseling	36	41	108	5	39
Academic Advising	15	1	172	15	1
Career and Transfer	2	0	3	2	0
Special Programs, COVID-19 Contacts, Other	12	3	34	1	2
Total	**99**	**47**	**354**	**25**	**45**

Meetings/Consultations

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- TPP Institute #5 Team Meeting
- Carl Perkins Semi-Annual Certification and CLNA
- RealCollegeTX Topic 5 - Policy
- AHEAD Spring 2022 Webinar Series - Implementation Strategies for the New AHEAD Code of Ethics
- Fast Track Event
- 504 Meeting
- Search Committee, Student Success Counselor Interviews
- Hidalgo ISD Transition Fair
- High School Admission, Renewal, Dismal Meetings
- CSAS Presentation for Region One ESC

- College Safety Committee
- Talking Session 3: Small Institutional Perspective - Strategic conversations on improving the self-identification process for Students with Unique or Special Circumstances (aka Perkins Special Populations)

Workshops/Presentations

Maintaining the Balance: The Importance of Self-Care and Well-Being for the College Lifestyle
Suicide: Let's Talk About It

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 3,253 contacts with students were conducted by Academic Advisors and PASS Program Advisors in April 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
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort was rescheduled for April; 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 firsthand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; guided mentors to make phone calls to First time in college students (FTIC) Career and Technical Students (CTE) students and inform them of the PASS Program and remind them to register for the Summer and Fall semesters; 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.

- **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
  - PASS Program staff participated in the Talking Sessions virtual meeting held by THECB regarding documentation of special populations
  - 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 and to update the CLNA
  - Reviewed applicants for PASS Program vacancies and submitted People Admin documents for recommendation of hire
  - Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V Biannual Report
  - Met with PASS Program staff to review past activities and plan for the semester
  - Participated in the Talking Series sessions provided by the Grants Department
  - Reviewed Time & Effort forms and submitted to Grants Office

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed advance work regarding Basic Needs and Mental Health in preparation for Institute; participated in #RealCollegeTX Hope Center meeting to review and discuss basic needs for students; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) attended Guided Pathways Institute in Houston from April 6th – 8th;
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; 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; held the first Fast Track 2.0 and met with front line staff and ATD Coach to debrief afterwards; made changes based on feedback from Debriefings;
- **STC & UTRGV Collaborative** – STC Advising Department now houses a UTRGV representative from Monday thru Friday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV; Director maintains ongoing communication with UTRGV to facilitate services;
- **National Alliance for Partnerships in Equity (NAPE)**– PASS Program staff along with other STC personnel participated in NAPE Annual Conference as part of the collaboration for the Perkins 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;

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: APRIL 26, 2022

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2022 THROUGH APRIL 30, 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 the Comptroller and Accounting Group Manager.
    - HEERF Institutional Funds meeting review with the Grants, SAEM, FAS, BO and IAED staff.
  - Human Resources:
    - Auxiliary Budget discussion for Adjunct Job Fair on April 30th with the Director of Human Resources, Assistant Director of Human Resources, and Benefits Manager.
    - Ellucian Cloud Enterprise Resource Planning (ERP) software project meeting with the HRIS Manager.
    - FAS position discussion with the Director of Human Resources and the Assistant Director of Human Resources.
    - FY 2023 Staffing Plan-Budget review with the Director of Human Resources and the Assistant Director of Human Resources.
    - Office of Human Resources department staff meeting with the Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Facilities Planning and Construction:
    - Future Facilities projects review with the Director of Facilities Planning and Construction and the College President.
    - Master Unexpended Plant Fund Budget and R&R reports with the Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.
    - Weekly Facilities Planning and Construction meetings on Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with the Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
  - Purchasing:
    - Purchasing Audit entrance conference with Internal Auditor and the Director of Purchasing.

- Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.

- COVID-19:
  - College-Wide Safety Committee monthly meeting to discuss various matters.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - ATIXA meeting on investigation process with the Director of Human Resources and the Director of Institutional Equity.
  - Clery Committee Quarter 1 meeting with Chief of Police and other STC personnel.
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with the Interim Director of Institutional Equity.
  - Title IX Employee and Student case discussions with Committee.
- Other Meetings:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - Board packet items review with Legal Counsel and the Director of Purchasing.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Faculty Senate meeting updates with Faculty Senate President-Elect.
  - Finance and Facilities Agenda items review with the College President.
  - 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 T2 internal kickoff meeting with FAS Project Manager and other STC personnel.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - Public Safety Expo VIP Luncheon at the Regional Center for Public Safety Excellence.
  - Search Committee meeting review for the position of VP for Academic Affairs.
  - Staffing Plan change requests with the College President and Chief Assistant to the President.
  - TACCBO 2022 Conference Planning weekly meetings.
  - TACCBO Bylaws and Constitution revisions meeting.
  - Technology Support fee motion review with the Comptroller, Director of Human Resources and the Assistant Director of Human Resources.
  - Temporary Agency Graphic Designer interview.
  - Virtual interviews for the position of VP for Academic Affairs.
- Participated in Webinars/Webcasts/Conferences/Trainings:
  - AACC 2022 Annual Conference.
  - ACFE San Antonio monthly meeting.
  - Campus Security Authority (CSA) Training.

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:
    - Auxiliary Fund Reserve and Reconciliation review.
    - Budget Development for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - Food Purchases review from Unrestricted Funds.
    - Frozen Position Analysis Report.
    - FY 22 Budget Amendment.

- FY 23 Budget Calendar.
- FY 23 Budget Guidelines Review.
- FY 23 Excess Fund Allocation and Comparison Reports.
- FY 23 Salary Budget Review.
- HEERF III Reconciliations.
- HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
- Tuition & Fees review.

- 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 Consulting Services Addendum review.
  - Title IX Employee & Student cases.
- Other:
  - Activity Report for Board.
  - Auxiliary Food Request review for May Commencement Graduation ceremonies.
  - Board Budget Presentation.
  - Board Meeting Agenda items review.
  - Budget Transfer approvals.
  - College Safety Committee Agenda and Talking Points.
  - Coordinate office moves for FAS and other divisions.
  - Digital Advertising Services Contract review.
  - Faculty Senate request for Salary Increase review.
  - FAS Accounts Reconciliations.
  - Finance & Facilities Committee Agenda items review with the President and Staff.
  - Headcount and Credit Hour Report.
  - Information Technology's Project List for FY 23 review to coordinate the FAS Division's initiatives.
  - Insurance Risk Management Consultant Services review.
  - Legal Counsel email on ERP/administrative computer system vendor concerning its Non-Disclosure Agreement.
  - Legal Counsel email on Student Affairs Recruiting Agreement.
  - Management Report files for meetings.
  - Plant Funds Expenditure Approvals.
  - Police Department Report.
  - President's Meeting Backup Documents.
  - Procedures proposed for travel to Mexico.
  - Procurement item for the Consultant Services Agreement.
  - Public Information Requests.
  - Purchasing Audit Scope review.
  - Reduced Workday Schedule options and survey review for the Summer.
  - Review and Approval of Documents.
  - Review request to purchase/lease vehicle for use in Mexico.
  - Staffing Plan priority requests and Budget Scenarios for Salary Allocations for FY 2022-2023.
  - STC Auto Lab updated Rendering and Project Schedule review.
  - STC Foundation account review.
  - Student Club Political campaign request review.
  - Student Well-Being Resources Manager and Specialist assignment and transition.
  - TACCBO 2022 Conference Planning.
  - TACCBO Treasurer duties.

- TASB Policy Localization Phase II Cross-Walk.
- TASB Policy Motion templates.
- Technology Support Stipend review for Fall 2022.
- TimeClock Plus (TCP) approvals.
- VPAA interviews – reviewed applicants and provided feedback.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at April Finance, Facilities, and Board meetings on the following items:
    - Award of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement

      A. Award of Proposals
        1) Online Continuing Education Services (Award)
        2) Purchase of Semi-Trucks (Award)
        3) Recruitment Advertising Services (Award)
        4) Vehicle Maintenance and Repair Services (Award)

      B. Rejection of Proposal
        5) Purchase of Automatic Heavy-Duty Truck (Reject)

      C. Purchases and Renewals

        a. Instructional Items
        6) Mobile Hotspot Service Extension (Purchase/Subscribe)
        7) Medical Office Skills Training (Renewal)
        8) Small Business Skills Training (Renewal)

        b. Non-Instructional Item
        9) Consultant Services Contract (Purchase)
        10) Ground Maintenance (Renewal)
        11) Network Cabling and Equipment Installation Services (Renewal)
        12) Travel Services (Renewal)

        c. Technology Items
        13) Computers, Laptops, and Monitors (Purchase)
        14) Network Switches (Purchase)
        15) 1Servers (Purchase)
        16) Servers, Equipment, and Software Licenses (Purchase)
        17) Internet Services for South Texas College Sites (Renewal)
        18) Server Maintenance and Support Agreement (Renewal)

  - Reviewed the following agenda items for the Board meeting:
    - Adopt New Policy and Retire Current Policy
    - New Policy GK - Relations with Educational Accreditation Agencies
    - Retire Current Policy # 3347 – Substantive Change Reporting
    - Renew the Hidalgo County Agreement for Tax Assessment Collection
    - Renew the Starr County Agreement for Tax Assessment Collection
    - Resolution 2022-012 on a Written Statement for Professional Legal Services Contract
    - 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 and 33.08 of the Texas Property Tax Code for Attorney's Compensation
    - Implementing a Four-and-a-Half-Day Work Week Pilot Schedule for June 2022 and July 2022
    - Proposed Budget Amendment for FY 2021 – 2022
    - Authorization to Proceed with Solicitation of Architectural Services for the following projects:

- Pecan Campus Kinesiology Building Phase I
- Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
- Pecan Campus Department of Public Safety Building

- Approval to Contract Architectural Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office
- Approval of Revised Exterior Elevations of the Starr County Campus Workforce Center Building D Automotive Lab Expansion
- Approval to Contract Construction Services for the following projects:
  - Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
  - Starr County Campus Workforce Center Building D Welding Lab Expansion
- Approval on Final Completion of the Deferred Maintenance of District-Wide Roofs at Mid Valley Campus
- Approval on Substantial and Final Completion of the District-Wide Flooring Replacements Phase I at Starr County Campus
- Discussion and Action as Necessary on Real Property

- Started working on the following items for <u>May</u> Finance, Facilities, and Board meetings:
  - Award of Proposals, Rejection of Proposal, Purchases, and Renewals

    A. Award of Proposals
       1) Building Moving Services - II (Award)
       2) Insurance Risk Management Consultant Services (Award)
       3) Telephone Services (Award)
       4) Temporary Personnel Services (Award)

    B. Rejection of Proposal
       5) District Wide Wireless Network Equipment Upgrade (Reject)

    C. Purchases and Renewals
       a. Instructional Items
          6) Online Tutoring Services (Purchase)
       b. Non-Instructional Items
          7) Consultant Services Contract (Purchase)
          8) Bond Counsel Services (Renewal)
          9) Collection Agency Services (Renewal)
          10) Custodial Supplies (Renewal)
          11) Geotechnical and Materials Testing Services (Renewal)
       c. Technology Items
          12) Audio Visual Equipment (Purchase)
          13) Computers, Laptops, and Tablets (Purchase)
          14) Software License, Maintenance, and Support Agreement (Renewal)
          15) Time and Attendance Software License, Maintenance, and Support Agreements (Renewal)
  - Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget
  - Unrestricted Fund Balance Designations as of August 31, 2022 and Funding Plan for the Construction Projects Using the Unrestricted Fund Balance Designations
  - Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level
  - Approval to Contract 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 District Wide Air Handler Replacements
  - Approval on Schematic Design of the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
  - Approval on Substantial Completion of Deferred Maintenance of District Wide Roofs at Starr County Campus

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Assisted with finalizing agenda/items for Cabinet.
  - Attended Microsoft Excel workshops level 100 and 200.
  - Attended PAS Meeting.
  - Exempt 4 hour leave meeting with Legal Counsel, Director of Human Resources, and Compliance Manager.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Reduced Work Schedule – 4 ½ days
    - Compiled comments for analysis
    - Generated survey keynote that was sent to entire college
    - Generated two board write-ups
    - Provided minor assistance with creation of survey
  - Staffing Plan changes/updates.
    - Funding amount
    - Funding source
    - Pay changes
  - Telecommuting meeting with Legal Counsel, Director of Human Resources, and Director of Accountability, Risk and Compliance.
  - Texas Association of School Boards (TASB) Leave Policy.
    - Held two meetings with Director of Human Resources, Benefits Manager, and Accountability and Compliance Manager to review and update the leave policy and motion.
- Project Manager worked on the following items:
  - Coordinated institutional moves and temporary relocation plans for the Office of Accountability, Risk, and Compliance and the Office of Institutional Equity.
  - Created Food Service Van Agreement form to lend out the vehicle for a catering event by the Culinary Arts department.
  - Participated in 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.
  - Reserved guest speaker for Fall 2022 Professional Development Day and negotiated fee and agreement terms.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit, and Human Resources Committee packets.
  - Worked on the budget amendment to use earmarked funds for priority construction projects with Facilities Planning & Construction and the Business Office.
  - Worked on the FY2022-2023 Staffing Plan Request.
  - Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Worked with the Reporting Coordinator to document the fixed assets moving and submitted the institutional move for the Office of the Vice President for Finance and Administrative Services, Office of Accountability, Risk, and Compliance and the Office of Institutional Equity.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Administrative items with Associate Comptroller
- Attended several Oracle ERP demonstrations
- Awarding process for Non-credit Pell eligible programs
- Bond 2001 and Bond 2013 reports with Construction Accountant
- Cell Phone & Technology Stipend Payment to Non-Exempt Employees with Business Office and Human Resources staff
- Conducted Accounting Assistant interviews with Accounts Payable Supervisor

- Conducted Accounting Group Manager interviews
- Conducted interviews for Accounts Payable and Travel Accounting Group Supervisor
- Conducted interviews for Auxiliary Accountant
- Conducted interviews for the Cashier Accounting Assistant and Cashier
- Department of Defense grant question regarding Co-PI with Associate Dean, Grant Compliance, Human Resources and Business Office staff
- ENSI Subscription service with various departments
- Federal, State, Local and Private restricted funds for direct expenditures with Accounts Receivable
- Fiduciary Fund proposal presentation review
- Foundation and Donation meeting with Business Office staff and Vice President for Institutional Advancement and Economic Development and Institutional Advancement
- GASB 87 Procedures
- Grant initiation meeting for Texas Workforce Commission - Camp Code with various departments
- Grant travel request with Grant Compliance and Business Office staff
- Manager meeting with Associate Comptroller and Accounting Group Managers
- Payroll discussion related to grant for STC Faculty
- P-Card System questions with Purchasing and Information Technology staff
- President's Administrative Staff meeting
- Review budget and fund codes for future projects with Facilities Planning & Construction Department
- Review project status with Cashiers staff
- Tax code 33.08 with Hidalgo County Tax Office
- Technology Support Reimbursement Teams meeting with Human Resources
- TexPREP-Hidalgo ISD Funds
- Travel mileage home base for NAH faculty with Vice President for Finance and Administrative Services
- TRUE Grant and Work-based Learning Apprenticeship
- Tuition Fee Rate for High School Equivalency Program (HEP)
- Update Deliquent Tax Attorney motions with Vice President for Finance and Administrative Services
- Weekly status meeting for the Accounts Payable automation system
- Trainings or Webinars:
  - Administrative Cost Allowance Training
  - National Association of College and University Business Officers (NACUBO) Washington Update webinar
  - Oracle: ERP Demo for Finance and Grants
  - Pay stub training with Human Resources and Payroll staff
  - Presented Business Office interview at the ACTA training

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on February 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:

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr
01 E&G	253	328	303	365	272	324	437	398
01 Direct Deposit	83	179	160	175	119	154	208	200
03 Student	13,530	1,934	1,164	183	15,996	7,424	2,070	393
12 I&S Taxes	-	-	-	-	-	1	-	-
16 I&S Bond	-	-	-	-	-	-	-	-
17 Plant	2	6	11	9	1	3	-	11
17 Direct Deposit	1	-	1	2		-	-	-

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr
31 Virtual Card	268	281	228	254	217	315	383	328
32 AP Card	2	4	3	2	3	3	4	3
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - Budget Development Assistance
  - Fund Balance Analysis for FY 2022 and FY 2023
  - Fund Balance and Fund Balance Metric Finance Committee motion
  - FY 2022 Budget Amendment Finance Committee motion
  - FY 2023 Budget Scenarios
  - FY 2023 Revenue and Expenditure Scenarios
  - Higher Education Emergency Relief Fund (HEERF) Lost Revenue Methodology Teams meeting with the Vice President for Finance and Administrative Services
  - Higher Education Emergency Relief Fund Quarterly Report Assistance
  - Technology Support Reimbursement and Budget conference call with the Vice President for Finance and Administrative Services
  - Submitted completed IPEDS
- Accounts Receivable and Financial Aid Accounting:
  - FY21 Budget Maintenance and Accounts Receivable portion of Business Office Fact Sheet
  - Completed MyCAA invoices
- Cash Management/ Special Projects/ Office Support:
  - Worked on GASB 84 Fiduciary Activities proposal presentation

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	11	404
01 Direct Deposit	6	166
02 Payroll	10	410
02 Direct Deposit	5	4,016
03 Student	4	393
12 I&S	0	0
16 I&S	0	0
17 Plant	4	11
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	40	5,400

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	24
Bank Transfers between Bank Accounts	37
Wire Transfers for Benefits, New Investments, and International	2

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 92 Board and management reports and staff continues to work on monthly reconciliations
  - Bond 2001 and bond 2013 for Vice President for Finance and Administrative Services
  - Continuing Disclosure Services contract
  - Delinquent attorney tax motions
  - Tax Collections motions (2) for the Finance Committee Meeting

Duties	Total
Approval - Requisition queues approval	26
Bank - Download bank info. for bank reconciliations	1
Bank - Download daily bank info. formatted, and email them to specified staff	316
Bank - Prepare daily deposits	18
Bank - Processed Stop Payments including stale-dated checks	1
Bank - Transactions removed from Banner Bank Recon.	10,920
Budget - Review Construction budget transfers	9
Check - Provide a copy of cashed check to AP/Payroll	30
Check - Verification of checks for AP / Payroll / Student	60
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	1,549
Checks - Stale-dated checks list prepared	4
Checks - 30-90 days outstanding checks letters mailed	1,406
Checks - 30-90 days outstanding checks letters returned and logged	147
Checks - Stale-dated stop payment verification	10
Checks - Stop payments processed (including stale-dated checks	103
Checks Returned - Logged and Filed the returned checks by mail	23
Checks Returned- Disbursed to student/staff/vendor	69
Donations - telephone calls received - FOAP questions	39
Emails - Initiated and/or responses to emails	702
Emails - received and viewed/read	1,059
FOAP - Changed financial manager	2
FOAP - Created including Activity codes and FOAP updates	27
IDT's - reviewed	26
IDT's - Submitted for posting	25
Invoices - and Encumbrances reviewed	38
Journal Entries - Copies requested	11
Journal Entries - Filed and Organized including labeling	2,180
Journal Entries - Hours used to filed and Organized including labeling	4
Journal Entries - Hours used to for scanning	40
Journal Entries - Hours used to Log Scanned JE	24
Journal Entries - Hours used to prepare documents for scanning	4
Journal Entries - Logged	1,610
Journal Entries - Number of JE scanned	1,610

Duties	Total
Journal Entries - Printed Tax JE received via email Hours	0.25
Journal Entries - Posted to GL including FUPLOAD	895
Journal Entries - Posted Transactions processed	7,707
Journal Entries - Prepared	101
Journal Entries - Reviewed	101
Motion - Number of motions submitted to VP-FAS Office	5
Motions-prepared, revised, reconciliations, prepare backups	4
Positive Pay - Exceptions researched/verified (quantity)	44
Positive Pay - Submitted and/or Exceptions approved (quantity)	27
Report - Prepare LRGVDC report and compile backup	20
Reports - Download/Save Daily General Ledger reports	275
Reports - Download/Save Hours used to download 15 Monthly Reports	5.5
Reports - Prepare Bank reconciliations	8
Reports - Reviewed Board and Management Reports/Motions	74
Requisitions - Prepare requisitions	22
Requisitions - Review requisitions	1
Testing - Banner/FUPLOAPS/Bank	5

Description	Mar-22
General Journal Entry (Intra-Fund) (JE 15)	292
General Journal Entry (Inter-Fund) (JE 16)	65
Cash Receipts (CR 05)	476
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	10
Misc. Receipt Payments (CA10)	10

- Cashiers:
  - Answered student questions for the Spring 2022
  - Preparing the Cashier due dates booklet for Summer and Fall 2022
  - Reviewing publications for Summer and Fall 2022
  - Set up new rules for Fall 2022 to start testing of Fall 2022 tuition tables

Payroll Processes for the Month Ending April 30, 2022	
Payroll Re-issue Processed	6
Payroll Cycles	4
Payroll Checks & DD	4,978

TimeClock Plus Access Forms Processed	57
Number of Employees with OT reviewed for OT Memos	242
NOEs Approved	210
Salary Budget Transfer Forms Processed	5

Number of Employees & Deposits Processed

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	3,605	Internal Revenue Service	6
Employees on Semi-Monthly Payroll	812	Bank Transfers	5
Timecards Processed		**Stop Payment Processed**	
(Waged 3/16 - 3/31) SR07	275	Salaried	3
(Waged 04/01 - 04/15) SR08	281	Waged	1
Regular (Salaried: April) MR04	4,555		
Supplemental (Salaried: April) MP04	3,317	**Void Checks Processed**	
Supplemental (Salaried: April) SP04	259	Salaried	5
NOE's Approved		Waged	1
Approved NOE's	210		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	18	Waged	1
Salaried	251		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	5
FLAC	213		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	5	Salaried	0
Waged	42	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	9	Salaried	0
Salaried: MR01	62	Waged	0
Salaried:	1		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	346
Waged SR01	0	Total Net	$ 346,437.42
(Waged: SR02)	1		
Liabilities Processed			
ORP	11	Waged	59
Annuity	12	Total Net	$27,946.29
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	3,786
IRS Levy	0	Total Net	$8,645,952.56
Withholding & FICA	5		
Met Life	1	Waged	787
Legal Judgement	1	Total Net	$463,452.50

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:

- Conference call to discuss Human Resource Matter with Director & Assistant Director for Human Resources.
- Department of Public Safety Firearms Instructor Training in conjunction with the South Texas College Regional Center for Public Safety Excellence.
- Department of Public Safety Meeting to discuss operational processes with Police Lieutenant and Sergeants.
- Final Walk Through at 2022 Spring Graduation Ceremony at Bert-Ogden Arena in Edinburg, Texas.
- Held Police Officer interviews with Search Committee.
- Parking Procedure Training for new Department of Public Safety employees.
- Police Supervisor Meeting to discuss the Lost & Found Procedure Draft with Police Lieutenant, Parking & Security Services Manager, and Public Safety & Transportation Services Manager.
- Presidents Administrative Staff Meeting to discuss college topics with South Texas College President and administrator's campus district wide.
- Public Safety Expo & VIP Luncheon at the Regional Center for Public Safety Excellence.
- Retirement Recognition Event for Edinburg Police Department Assistant Chief 43 years of service at Bert Ogden Arena with other Law Enforcement Partners.
- Teams Behavioral Intervention Team Meeting to discuss threat assessment on cases with Team Members
- Teams Clery Committee Meeting to discuss Clery and Non-Clery Crimes as it relates to Timely Warnings with Members.
- Teams College Safety Committee Meeting to discuss safety topics with Administrators Campus District Wide.
- Teams Meeting to discuss the geographic tracking on college vehicles with South Texas College Attorney and other college employee's campus district wide.
- Teams Public Transportation Safety Plan Meeting to discuss our transportation safety plan with Texas Department of Transportation and Public Safety & Transportation Services Manager.
- Teams Safety Team Meetings to discuss safety topics with Vice President for Finance and Administrative Services (FAS) and FAS Directors.
- Teams T2 Parking Software internal meeting to discuss the installation timeline with South Texas College members of this project.
- Transit Asset Management Webinar that discussed Management Asset Plan.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Referral sent to Office of Students Right & Responsibilities.
  - Referral to risk management.
  - Referrals sent to Title IX and Counseling.
  - Reviewed incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
  - Reviewed incident reports that will be presented at the Clery Committee Team Meeting.

- Surveillance Cameras:
  - Camera Maintenance Campus District Wide.
  - Conducted camera annual inventory.
  - Continued camera projects at Pecan, Technology, and Nursing & Allied Health Campuses.
  - Covered cameras for Election locations at Pecan and Nursing & Allied Health Campuses.
  - Set dates for camera cleaning at all campuses.
  - Walk through at Pecan Campus identifying Avigilon & Rapid Eye cameras.
- Training:
  - Created "Stop the Bleed" course on the Office of Professional Development Training site.
  - Created flyer for training and sent through Faculty/Staff email twice.
  - Evacuation drills at Mid Valley, Starr, and Pecan Campuses.
  - Police Officer Instructor Trainings.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved Time Clock requests.
  - Maintained police/security guard security at all campuses.
  - Planned and assigned police officers to provide security at a Meet and Greet Event at Pecan Campus Student Union 2nd Floor.
  - Provided security guard security during Spring Holiday.
  - Reviewed and added information to College Use of Facility draft procedures regarding police/security guard coverage when needed.
  - Reviewed status on Department of Public Safety positions on the Human Resources People Admin.
  - Security guard interviews for five positions.
  - Set up police interviews.
  - Updated portable/mobile police radio assignments.
- Purchases and Repairs:
  - Approved requisitions.
  - Budget development for FY 2023.
  - Capital Budget request for Parking Software and other equipment.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
  - Vehicle Maintenance on police, security guard, and transportation vehicles.
- Shuttle Buses and Parking:
  - Coordinated with Campus Administrators reserve parking and other required signage for Election Sites.
  - Financial audit over transportation expenses completed by auditor as required by National Transit Database Reporting.
  - Hosted Appeal Meetings where 23 appeals were reviewed.
  - Issued 132 Temporary Permits.
  - Issued 138 Parking Permits.
  - Kick Off Meeting for financial audit required for Transportation Financials.
  - Received 30 Event Parking Requests.
  - Removed mask mandate signage from buses and information from Jag Express website as required by Federal Transit Administration.
  - Submitted Annual Report to the National Transit Database.
  - Submitted supporting documents for Compliance Review Questionnaire to Valley Metro.
- Other:
  - Continued to update the list of Campus Security Authorities (CSA) that have not taken the required 2022 CSA Training and requested compliance.
  - Issued 4,800 face masks to requesting departments.
  - Monthly Automated External Defibrillator (AED) checked and logged as per Texas Senate Bill 199.
  - Requested Clery 2021 criminal incidents reported to local police departments in Hidalgo & Starr Counties.
  - Reviewed and edited Emergency Security Section of the Faculty Handbook.
  - Submitted COVID-19 Response form to National Transit Database for month of March 2022.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2022 1st Quarter Clery Act Committee Meeting.
- Ambassadors Cross Training Academy.
- Facilities Committee Meeting.
- Facilities Operations Council Meeting.
- Finance & Administrative Services Facilities &Planning Meetings.
- Finance Committee Meeting.
- Meeting to coordinate staff moves for Accountability, Risk Management, & Compliance and Office of Institutional Equity to the Pecan Campus North Academic Building P.
- Meeting to review status of projects to present at the Coordinated Operations Council with Facilities Planning & Construction staff.
- Meeting with Administration to review April Facilities Committee Meeting packet.
- Meeting with Magic Valley Electric Coop, engineer, Facilities Planning & Construction and Facilities Operations & Maintenance staff to coordinate for a new electrical transformer to service upcoming projects currently being designed.
- Meeting with staff to discuss Fiscal Year 2022-2023 Capital Improvement Projects and Renewals & Replacements Project Budgets.
- <u>District-Wide:</u>
  - District Wide Air Handlers-meeting to review the funds being provided to move forward with this project with Business Office and Facilities Planning & Construction staff.
  - District Wide Automatic Door Openers Phase IV-attended substantial completion walkthrough for Pecan Campus, Mid Valley Campus, and Starr County Campus.
  - District Wide Deferred Maintenance of Roofs-construction meeting; attended substantial completion walk through with College staff, architect, and contractor.
  - District Wide Flooring Replacement Starr County Campus Student Activities Building H-attended Substantial Completion walkthrough with contractor and College staff.
  - District Wide Flooring Replacement-meetings to discuss project schedule changes with vendors and College staff.
  - District Wide Maintenance of Roofs-attended construction meeting with college staff, architect, and contractor.
- <u>Mid-Valley Campus:</u>
  - Mid Valley Campus Center for Excellence Building A Renovation for the Culinary Arts Program-receiving of construction proposals meeting.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-meeting to discuss project with new public adjuster, College staff, and Architect.
- <u>Nursing Allied Health Campus:</u>
  - Nursing and Allied Health Campus Building A Generator Replacement-attended meeting with engineer to discuss scope of work for the project and request fee proposal.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-attended construction progress meeting.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-attended meeting with engineer, contractor, and College Maintenance staff to review Partial Substantial Completion Walk-through of West Stairs.
  - Nursing and Allied Health Campus-attended meeting with end users for Capital Improvement Proposal projects for Fiscal Year 2022-2023.
- <u>Pecan Campus:</u>
  - Pecan Campus Ann Richards Administration Building A Renovations of Administration Offices- conducted the prequalification conference for architectural services.

- Pecan Campus Building J Generator Replacement-attended meeting with engineer to discuss scope of work for the project and request fee proposal.
- Pecan Campus Cooper Center Building L Black Box Lighting System-meeting to review the Capital Improvement Proposal project for Fiscal Year 2022-2023 with Facilities Operations & Maintenance.
- Pecan Campus East Drive Resurfacing-attended meeting with engineer and College staff to review scope of work for the project and request fee proposal.
- Pecan Campus Information Technology Building M Generator Replacement-attended generator start-up with contractor, Information Technology, and Facilities Operations & Maintenance staff.
- Pecan Campus Information Technology Building M Generator Replacement-attended generator automatic transfer switch testing meeting with College Information Technology staff to discuss upcoming testing schedule and associated costs.
- Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the 60% Construction Documents with Information Technology, Education Technology, and Facilities Operations and Maintenance staff.
- Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the 60% Construction Documents with the Library and Security Department staff.
- Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the 60% Construction Documents (door hardware) with the architects and Facilities Operations and Maintenance staff; meeting to review temporary library locations with Library staff.
- Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the existing facility concerns with Facilities Operations & Maintenance and Library staff.
- Pecan Campus North Academic Humanities Building P Renovations for Administrative and Support Services Offices-attended the Pre-Qualifications Conference.
- Pecan Campus Reseeding and Regrading of Athletic Fields-attended Request for Proposals bid opening.

- <u>Regional Center for Public Safety Excellence:</u>
  - Regional Center for Public Safety Excellence Projects-coordination meeting with Architects, Engineers and College staff to coordinate all utility infrastructure needed for all current and future training area projects.
- <u>Starr County Campus:</u>
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-receiving of construction proposals meeting.
- <u>Technology Campus:</u>
  - Technology Campus Shipping & Receiving Building D Fence Enclosure-bid opening for fence enclosure.
  - Technology Campus Shipping & Receiving Building D Fence Enclosure-meeting with potential vendors to review the scope of work prior to receiving their proposals.

WORKED ON THE FOLLOWING ITEMS:

- Participated in evaluations of bids for Portable Building Moving Services.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed applications for a Fixed Assets and Receiving Technician as part of the evaluation committee.
- Reviewed April Facilities Committee Meeting packet.
- Worked on and presented the Facilities Planning & Construction presentation for the Ambassadors Cross Training Academy.
- Worked on April Facilities Committee Meeting agenda and backup information.
- Worked on April Facilities Committee Meeting agenda and write ups.
- Worked on budgets for the District Wide Deferred Maintenance of Roofs projects.
- Worked on draft agenda for the May Coordinated Operations Council meeting.
- Worked on agenda and write-ups for the May Facilities Committee meeting.
- Worked on furniture quotes for Vice President of Institutional Advancement and Educational Development space; verified funding for the furniture and technology equipment.

- Worked on furniture quotes for Vice President of Institutional Advancement and Educational Development space.
- Worked on lease agreements and funding estimates.
- Worked on monthly project Fact Sheets.
- Worked on notifying Hidalgo County of current status of Wage Scale Determination document.
- Worked on revised Facilities Committee write ups for April Board Meeting.
- Worked on the draft of the May Facilities Committee agenda and write ups.
- Worked on the updating the department's Fiscal Year 2022-2023 Operating Budget.
- District Wide:
  - District Wide Air Handler Replacements-worked on updating the power point presentation for the Pre-Qualifications Conference for engineering services.
  - District Wide Automatic Door Openers Phase IV-performed site visits to verify status of construction progress.
  - District Wide Deferred Maintenance of Roofs-reviewed contractor pay applications and change orders; performed site visits to verify construction progress and status of punch lists.
  - District Wide Flooring Replacements Pecan Campus South Academic Building J-conducted site visit to verify status of construction.
  - District Wide Flooring Replacements Pecan Campus South Academic Building J and Mid Valley Campus Student Union Building F-conducted site visits to verify status of construction.
- Mid Valley Campus:
  - Mid Valley Campus Workforce Building D Projects-reviewed schematic design drawings provided by architect.
- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-reviewed schematic floor plan presentation from architect.
  - Nursing and Allied Health Campus Stair Repairs and Replacement-attended construction meeting; performed site visits to verify status of construction progress and verify safety directional signage.
  - Nursing and Allied Health Campus Stair Repairs and Replacement-performed site visits to verify status of construction progress; reviewed existing plans to assist engineer for response to Request for Information from contractor.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Renovations of Administration Offices- evaluated of Request for Qualifications proposals.
  - Pecan Campus Information Technology Building M Generator Replacement-coordinated with Texas Gas and Facilities Operations & Maintenances staff for the gas and meter connection.
  - Pecan Campus Library Building F Renovation and Expansion-possible coffee shop layout.
  - Pecan Campus Library Building F Renovation and Expansion-revised possible coffee shop layout.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed submittals, engineer invoice, project manual; performed site visits to verify construction progress.
- Starr County Campus
  - Starr County Campus Workforce Center Building D Automotive Lab Expansion-received updated exterior elevations and forwarded to Administration for review.
  - Starr County Campus Workforce Center Building D Automotive Lab Expansion-received and reviewed design development drawing; forwarded to College staff for review.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed addendum and construction document drawings.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-evaluated construction proposals.
- Technology Campus

- Technology Campus Shipping & Receiving Building D Fence Enclosure-worked on Addendum #1; received quote from one vendor.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2022 1st Quarter Clery Committee meeting with the Department of Public Safety.
- Ann Richards Administration – Pecan Campus Building Renovation of Administration Offices meeting to evaluate proposals with the Director for Facilities Planning and Construction.
- District Wide Air Handler Replacements – Pre-Qualifications Conference with the Department of Planning and Construction.
- Facilities Committee Meeting with the Vice President for Finance and Administrative Services.
- Facilities Operations & Maintenance Manager's meeting to gather department updates. (Several meetings through the month).
- Facilities Operations & Maintenance Support Staff meeting to gather department updates.
- Facilities Operations Council meeting with the Facilities Planning & Construction department.
- Finance and Administrative Services meeting with the Director for Facilities Planning and Construction.
- Finance and Administrative Services Safety Meeting with the Vice President for Finance and Administrative Services.
- Finance Committee Meeting with the Vice President for Finance and Administrative Services.
- Meeting to discuss the request for power at the Regional Center for Public Safety Excellence with the manager for DBR engineering consultants.
- Meeting with Public Adjuster and the Risk Manager of Accountability, Risk and Compliance.
- Starr County Campus Welding Lab Expansion meeting to evaluate proposals with the Director for Facilities Planning and Construction.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Dedicated phone line installed for elevator in building U to assist Otis engineers in monitoring and diagnosing the reason the elevator stops running.
    - Quote received and PO issued for 1st Fire Protection to replace the clean agent suppression system at building M.
  - Starr Campus
    - Monument sign repaired by TLC.
  - Mid Valley Campus
    - New Pepsi machine installed at building D.
    - Plans submitted to Weslaco Fire Marshal for repair of several devices affecting the fire alarm at building G.
  - District Wide Campuses
    - Awaiting full delivery of new custodial uniforms from Unifirst. Expected in May.
    - District wide tree trimming has begun.
    - Holt Cat completed PMs of generators.
    - New uniforms for maintenance staff delivered. Working out a few issues regarding incorrect sizing and some misspellings of names on patches.
    - Typical pest control issues and equipment rentals.

- Custodial Department:

Duties	Number of Requests
Set-Ups	224
Moves/Relocations	45

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	168	$11,308.87
Electrical	90	$$4,921.34
Energy Management	36	$619.12
HVAC	84	$13,006.49
Locksmith	106	$1,852.28
Painting	41	$1,130.02
Plumbing	79	$5,599.20
Tools/Equipment		
General Maintenance	2	$4,303.24
Total Work Orders	**770**	
Total Cost		**$43,180.49**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 April vaccination clinic logistics with Hidalgo County Health Department.
  - COVID-19 Consent Release Form for employee training video with Director of Public Relations.
  - COVID-19 Follow-ups with COVID-19 Prevention and Response Manager and staff.
  - COVID-19 Higher Education Emergency Relief Fund II (HEERF) extension with Vice President for Finance and Administrative Services.
- Insurance and Risk Management:
  - 2022 – 2023 Property/Casualty Insurance Request for Proposal requested information with Vice President of Finance and Administrative Services.
  - Employee and student incident reports with Nursing and Allied Health staff.
  - House Bill 3834 with Chief Information Security Officer.
  - Insurance premiums with Risk Management Consultant.
  - Loss runs for FY 2022-2023 Property/Casualty Insurance Request for Proposal with Carlisle Insurance.
  - Loss runs for Insurance Request for Proposal with Montalvo Insurance.
  - Mid Valley Campus Building H insurance claim updates with Public Adjuster.
  - Owner-controlled insurance program claim for Pecan Campus Building P with Adjuster.
  - Policy Dependents Education Assistance Compensation and Benefits: Salaries and Wages with Finance and Administrative Services Project Manager.
  - Property insurance claim for Mid Valley Campus Building H with Public Adjuster, Architect, Director of Facilities Operations and Maintenance, and Director of Facilities Planning and Construction.
  - Public Adjuster with Vice President for Finance and Administrative Services.
  - Requested information for FY 2022–2023 Property/Casualty Insurance Request for Proposal with Academic Officer.

- Requests for Proposal with Director of Purchasing.
- Student insurance claim with student and Texas Association of School Boards representative.

- Other:
  - Board motion on cell phone and technology use payment with Business Office staff, Human Resource staff, and Office of the Vice President for Finance and Administrative Services staff.
  - Finance and Administrative Services Safety Team meeting.
  - Institutional move with College staff.
  - Motion template with Finance and Administrative Services Reporting Coordinator.
- Records Management and Retention:
  - Business Office record retention records with Business Office staff.
  - Historical File Meeting with Accountability, Risk, and Compliance Manager, Accountability, Risk, and Compliance Support Specialist, Board Liaison, and Project/Events Manager.
  - Historical File pre-meeting with Accountability, Risk, and Compliance Manager and Accountability, Risk, and Compliance Support Specialist.
  - Invoice pricing variances with secured shredding services vendor and Accounts Payable staff.
  - Rearrangement of retention boxes by destruction year with Accountability and Compliance Manager and departmental staff.
  - Record retention boxes ready for destruction with record retention vendor, Accountability and Compliance Manager, and departmental staff.
  - Secured shredding bin for Pecan Campus Building J with Accountability, Risk and Compliance Director.
  - Secured shredding bin inquiry for Pecan Campus Building J with Accountability and Compliance Manager, Faculty Secretary, and departmental staff.
  - Secured shredding bin service schedule for Pecan Campus Building J with Faculty Secretary.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Motion templates with Director of Accountability, Risk, and Compliance.
  - Policy CRA (Local): Technology Resources – Website postings with Accountability, Risk, and Compliance staff and Public Relations/Marketing staff.
  - Policy DEC with College staff.
  - SharePoint Policy Localization Approval Workflow Process with Web Design Specialist and Accountability, Risk, and Compliance Support Specialist.
  - SharePoint Policy Localization Approval Workflow with Accountability and Compliance Manager and departmental staff.
  - Texas Association of School Boards (TASB) Interlocal Participation Agreement amendments matters with Vice President for Finances and Administrative Services staff, Risk Management Consultant, and departmental staff.
  - Texas Association of School Boards (TASB) International Participation Agreement amendments with Risk Management Consultant and TASB Consultant.
  - Texas Association of School Boards Interlocal Participation Agreement updates with Vice President for Finance and Administrative Services.
- Title IX:
  - Section 504 case with 504 Coordinator and Title IX Liaisons.
  - Sexual Assault Awareness Month with Title IX Coordinator, Title IX Liaison, Director of Student Activities and Wellness, Coordinator of Student Activities and Wellness, and Associate Professor of Political Science.
  - Sexual Harassment Awareness Month with Title IX Coordinator, Title IX Liaison, Librarian III-Outreach and Instruction, and Librarian II-Programming.
  - Title IX Case Review with Title IX Coordinator, Title IX Liaison, and Director of Student Rights and Responsibilities.
  - Title IX Sexual Assault Prevention Workshop webinar.
  - Title IX Training Vector Solutions Software meeting with Title IX Coordinator, Title IX Deputy Coordinator, Title IX Liaison, Talent and Learning Manager, and Senior Enterprise Account Executive.
  - Title IX with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.

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 Final Status Report.
  - COVID-19 vaccination clinics college-wide.
  - Prevention and Awareness Clinics college-wide.
- Insurance and Risk Management:
  - FY 2022-2023 Property/Casualty Insurance Request for Proposal.
  - Insurance Request for Proposal.
  - Legal Counsel Log.
  - Memo to Vice President for Finance and Administrative Services regarding insurance premiums.
  - Reviewed incident reports.
  - Reviewed police report.
  - Student insurance claim.
  - Student Insurance Claim.
  - Timeline – Mid Valley Campus Building H Property insurance claim.
  - Timeline – Pecan Campus Building P OCIP claim.
- Records Management and Retention:
  - Essential Records email notification for Record Coordinators.
  - Identified 180 pending record retention boxes.
  - Permanent retention records research.
  - Rearranged boxes at Human Resource Retention Center per destruction year and re-labeled shelves.
  - Record retention boxes eligible for destruction; completed annual record retention destruction.
  - Retention records corrections for processing vendor; compiled list and reviewed records pending further clarification.
  - Review record retention report from Business Office.
  - Reviewed and revised essential records communication.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board Policy Manual webpage mockup.
  - Historical File Best Practices Guide revisions, Historical File Meeting Agenda revisions, Legal Policies Historical File sample, and Legal Counsel Log for March 2022.
  - Legal Counsel correspondence log.
  - Numbered Update 43 review, April Legal Counsel Log, Phase 2, Board Motion Template, Phase 1 Local Policy Inventory List updates, Phase 1 Policies Follow-up, and Phase 2 Local Policy Inventory List updates.
  - Phase 1 Policy Localization status matrix.
  - Phase 2 Crosswalk, SharePoint approval follow-ups, and Legal Counsel Log.
  - Policy CT-Intellectual Property.
  - Policy Dependents Education Assistance Compensation and Benefits: Salaries and Wages.
  - Policy Manual Status Matrix; crosswalk updates.
  - President's Administrative Staff and Planning and Development Council Policy Review Period Notification.
  - SharePoint approval workflow and Phase 2 Status Matrix.
  - SharePoint approval workflow process.
  - SharePoint approval workflow test work, Historical File Best Practices Guide, Historical File Meeting Agenda, and Historical File Policy Research.
  - South Texas College vs Texas Association of School Boards Policy Crosswalk, No-Substantive Changes Email, and Texas Association of School Boards follow up questions.
  - Texas Association of School Boards Interlocal Participation Agreement and Board motion.
  - Transition Phase 1
    - Board Motion Template
    - Crosswalk.

        - Follow-up email draft.
        - Model Policy Crosswalk.
        - Policies by Policy Owner
        - Policy GE: Advertising and Fundraising Notification Review
        - Policy Inventory Lists
        - Status Matrix.
        - Status request for Vice President for Finance and Administrative Services.
        - Updates and Policy Inventory List cross-reference
    - Transition Phase 2
        - Crosswalk.
        - Policy Owners Email List.
        - Statistics
        - Status Matrix.
    - Transition Phase 3
        - Crosswalk.
- Title IX:
    - Title IX updates and review:
        - Created Maxient Cases.
        - Non-Title IX Case Status Report.
        - Report an Accessibility Issue Form.
        - Section 504 Case Status Report review and updates.
        - Title IX April Sexual Assault Awareness Month Flyer.
        - Title IX Binders.
        - Title IX Case Status Report review and updates.
        - Title IX Closed Case List.
        - Title IX Human Resources Documentation Request.
        - Title IX Incidents of Sex-Based Harassment or Discrimination.
        - 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 Student Transform Form Completed.
        - Title IX Students, Employee, and Community Members process map.
        - Title IX Webpage mockup.
        - Title IX Weekly Cabinet Report.
- Other:
    - Chrome River Training.
    - College/University research on employee incidents.
    - Institutional move form.
    - Revised and revised motion templates
    - Short work week benefits.
    - Worked on annual property and casualty insurance request for proposal.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged twenty-three (23) 1295 Forms with the Texas Ethic Commission.
- Attended April Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting to discuss the new AP Invoice Automation System
- Meet with Food Service vendor to discuss the campus dining contract award.

- Meet with the Internal Auditor to discuss the Purchasing audit.
- 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.
- 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 thirty-one (31) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed seven hundred one (701) purchase orders.
  - Approved five hundred fifty-seven (557) online Banner requisitions.
  - Disapproved three hundred thirty-one (331) online Banner requisitions.
  - Processed change orders for goods and services.
  - Submitted eight (8) new records and updated eight (8) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
  - Created or updated one hundred four (104) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Reviewed and updated Department procedures as needed.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1053 Pecan Campus Reseeding and Regrading of Athletic Fields
    - Request for Proposals: 21-22-1056 Telephone Services
    - Request for Proposals: 21-22-1057 Building Moving Services – II
    - Request for Proposals: 21-22-1058 Temporary Personnel Services
    - Request for Qualifications: 21-22-1055 Architectural Services – Pecan Campus Ann Richards Building A Renovation of Administration Offices
    - Request for Qualifications: 21-22-1059 Mechanical Electrical and Plumbing Engineering Services for the District Wide Air Handler Replacements
    - Request for Qualifications: 21-22-1060 Architectural Services – Pecan Campus North Academic Humanities Building P – Renovation of Administrative and Support Services Offices
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1060 Architectural Services – Pecan Campus North Academic Humanities Building P – Renovation of Administrative and Support Services Offices
    - Request for Proposals: 21-22-1062 District Wide Wireless Network Equipment Upgrade (HEERF)
    - Request for Proposals: 21-22-1063 Insurance Risk Management Consultant Services
    - Request for Proposals: 21-22-1064 Student Insurances
    - Request for Proposals: 21-22-1065 Nursing and Allied Health Equipment and Supplies
    - Request for Proposals: 21-22-1066 Purchase of Automatic Heavy-Duty Tractor Trailer Unit
    - Request for Proposals: 22-23-1003 Maintenance and Repair Parts, Materials, and Supplies
    - Request for Proposals: 22-23-1004 Library Serials
    - Request for Qualifications: 21-22-1059 Mechanical Electrical and Plumbing Engineering Services fpr the District Wide Air Handler Replacements
    - Request for Qualifications: 21-22-1067 Architectural Services – Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
- Fixed Assets Department:
  - Reviewed all assets purchased and paid through April 30, 2022 as follows:
    - Adjusted forty-two (42) assets in Banner for the month of April.
    - Approved three hundred one (301) assets.
    - Conducted the monthly inventory spot check for Library Books.

- Receiving Department:
  - Completed three hundred six hundred twenty-one (621) deliveries (purchase orders and complimentary books) and two thousand six hundred twenty-six (2,626) packages/boxes.
  - Received and posted four hundred fourteen (414) purchase orders in Banner.
  - Transferred/relocated six thousand two hundred fifty-one (6,251) assets and/or boxes as per move/set up request forms.
  - Completed twenty-three (23) faculty/staff moves in April.
- Mail Services/Copy Center:
  - Completed seventy-nine thousand three hundred sixty-six (79,366) copies at the copy center for the month of April.
  - Mailed out a total of eighteen thousand thirty (18,030) letters and four hundred seventy-two (472) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Student Financial Aid - $4,145.33

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 and other cases that involve Policy #4216.
  - 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 relating to student-specific issues.
  - Counseling and Student Accessibility Services counselors and Employee Relations Officers discuss 504 related matters.
  - Dean of Dual Credit to discuss revisions to the Dual Credit Interlocal Agreement for 2022-2023.
  - Director of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
  - Director of Counseling and Student Accessibility Services and Accountability Risk and Compliance Specialist to discuss various Title IX appeals and reports relating to pregnant and parenting individuals.
  - Director of Student Activities and Wellness, Political Science Professor, and Accountability Risk and Compliance Specialist to discuss programming for Sexual Assault Awareness Month 2022.
  - Library Outreach and Instruction to discuss programming and curated book displays for Sexual Assault Awareness Month.
  - President's Administrative Services Staff
  - Program Chair and instructor of the Associate Degree of Nursing to discuss 504 and Title IX related matters, as well as specific cases.
  - Various faculty members and Department Chairs related to students' grade appeals that are based either on Title IX Pregnancy and Parenting or 504/ADA related concerns.
- Title IX and House Bill 1735:
  - Behavior Intervention Team meetings 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.
  - 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, including Sexual Assault Awareness Month programming and flyers.
- Meetings with Accountability, Risk, and Compliance Specialist to discuss mock-up of updated Title IX website.
- Meetings with Accountability, Risk, and Compliance Specialist to discuss revisions to Policy #4216 Grievance Procedures.
- Meeting with Institutional Compliance Solutions to discuss Title IX training packages.
- Meeting with consultant from the Association of Title IX Administrators to discuss specific reports, policies, and procedures.
- Meeting with Digital Services Manager to discuss Title IX webpage updates.
- Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
- Meetings with Director of Human Resources to discuss specific Title IX reports and ongoing 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 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 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 students to discuss reports received relating to Title IX cases.
- Vector Solutions Customer Service Representative to discuss options and pricing for Title IX training for students.

- <u>Training(s)/Webinar(s):</u>
  - Association of Title IX Administrators webinar Time with IX
  - Associate Degree of Nursing Faculty Departmental Training on Equity and Title IX
  - Center for Learning Excellence training on Title IX and mandatory reporting.
  - Institutional Compliance Solutions Title IX Investigator One Training.
  - Physical Sciences and Engineering Departmental Training on Equity and Title IX.
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Individual Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Title IX 50th Anniversary Design
  - Sexual Assault Awareness Month planning and programming, including flyer design and social media posts
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and revisions

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Drafting comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy # 4216 - Freedom from Discrimination, Harassment, Sexual Misconduct and Retaliation and Title IX/HB1735.
- Drafting 504/ADA Handbook, including procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.

- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- 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 Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Revised Interlocal Agreement for Dual Credit 2022-2023.
- Sexual Assault Awareness Month programming and training
- Title IX 50th Anniversary Flyer preparation and design
- Updated Title IX website.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the "Banner Architectural Overview Session" at Ellucian Live 2022.
  - Attended the "Banner Communication Mgt: How to Set Up Email Functionality and User Security" session at Ellucian Live 2022.
  - Attended the "GoToWebinar - ASK ERS" session for general benefits questions for ERS (Employees Retirement System Of Texas).
  - Attended the "Natalie Rougeux FMLA Training" session.
  - Attended the "Ways to Utilize Banner Communication Manager for HR Functions" session at Ellucian Live 2022.
  - Attended the Banner Employee Self-Service 9x Overview session at Ellucian Live 2022.
  - Attended the Ellucian consultant's "Fiscal Year-End Procedures" review and training sessions.
  - Attended the monthly Banner Users Groups (BUGs) meeting.
  - Attended the monthly Human Resources Department meeting.
  - Attended the RGV (Rio Grande Valley) Chapter InfraGard (InfraGard is a partnership between the Federal Bureau of Investigation (FBI) and members of the private sector for the protection of U.S. Critical Infrastructure) Meeting where other colleges in the Valley are attending.
  - Continuously scanning/indexing the active personnel files to have a digital copy. Human Resource provides only a digital copy of the requested file/document. We started the digitization from letter A and we are currently in letter L. All this work with a temporary employee and a work-study.
  - Human Resources Information Services (HRIS)manager, Human Resources Administrators, and Payroll Manager met and discuss the Faculty Substitution process and related to the Faculty Load and Compensation (FLAC)process.

- Human Resources Information Services (HRIS)manager, Human Resources Administrators, Payroll Manager, and Information Technology Application Development personnel met to review and update the Letter of Appointment Project.
- Met with the Director of Human Resources to discuss the Digitization of the Performance Appraisal Forms.
- Met with the Human Resources managers to discuss the digitization of Notice of Employment (NOEs).
- Oracle Cloud Solutions, one of the Enterprise Resource Planning (ERP) system vendors we are reviewing provided a demo for General Ledger, Dashboard Analytics Procure to Pay, Assets Management, Expenses, Financial Reports, Planning and Budgeting, Strategic Modelling, Financial Clode, Account Reconciliation, Cost of Education Analysis, Narrative Reporting and Intelligent Performance Management.
- Oracle Cloud Solutions, one of the Enterprise Resource Planning (ERP) system vendors we are reviewing provided a demo for Grant Management.
- Request for proposal (RFP) consultants attended a bid evaluation for Recruitment Advertising Services.
- The Banner Security Management team, compromised with the data owners, and Information Technology met to discuss the next steps of the Banner Security Project.
- The Human Resources Staffing and Recruiting team, Human Resources Information Services (HRIS) team, and PeopleAdmin development team met several times this month to modify, update, and test the new PeoplAdmin re-engineering site. Currently, working on the Classification and Position Management module for both Full-time Faculty and Staff.
- The Human Resources Staffing Plan Update group met to discuss the schedule and the procedure for this year's Staffing Plan.
- The PeopleAdmin re-engineering testing team met and reviewed the changes made by the PeopleAdmin development team and created a report with the findings.
- The Request for proposal (RFP) consultants met with the Learning Management System (LMS) vendor -Vector Solutions to discuss what they will offer after they merge with our current one EverFi.
- Vice President of Finance and Administrative Services and Human Resources Information Services Manager met with the Workday sales representative to discuss the next steps for the Enterprise Resource Planning (ERP) system transformation. The Non-Disclosure Agreement (NDA) was also discussed in this meeting.
- Working on continuously creating audit scripts, to check the integrity of the Human Resources database and facilitate user experience and provide better, easier information to users.
- Working on digitizing all the performance management forms.
- Working on Enterprise Resource Planning (ERP) transformation project. We have already set up an evaluation session with Ellucian Cloud Services for July. Planning to introduce the project at the next Banner Users Group's (BUGs) meeting on May 10th. We will plan to set up evaluation sessions with Oracle Cloud Services and Workday.
- Working on PeopleAdmin reimplementation project.
- Working on the Digitization of all the Notice of Employment (NOE) forms. The Regular Direct Wage NOE is digitized using Adobe Acrobat Professional and Human Resources Information Services (HRIS) is the pilot for this process. The NOE has already been reviewed and approved (digitally Signed) by Human Resources Director, Payroll and Budget Control.
- Working on the Staffing and Pay plan for the Fiscal Year 2023 and providing information to the appropriate groups for the compensation study.

- <u>Payroll/Compensation:</u>
  - Attended Department meeting.
  - Attended Ellucian Training with consultant to discuss and review the procedures for year-end rollover.
  - Attended meeting for verification manual.
  - Attended Pay Stub Training Meeting.
  - Attended the Adjunct Faculty job fair.
  - Met via TEAMS and in person to review compensation hiring setups (Various).
  - Met Via TEAMS for Department Monthly meeting and presentation.
  - Met via TEAMS with Assistant Director and Payroll Manager to review staffing plan updates.
  - Met via TEAMS with Ellucian to review/train end of year roll over.
  - Met with Assistant Director to Review Compensation on Job Offer Salary Reviews.
  - Met with Assistant Director to review compensation setup.

- Met with Assistant Director to review non-exempt employee special assignment stipends.
- Met with Brianna Leal-Staffing for LHE-NOE calculation training.
- Met with HRIS various times to review and recommend address changes daily report.
- Met with Search Committee for Human Resources Specialist interviews.

- Staffing:
  - Assigned Search Committee pool members for exempt positions.
  - Attended Bi-weekly with Vice President for Finance and Administrative Services.
  - Attended Custodian Credentials meeting.
  - Attended FY2023 Staffing Plan Meeting to discuss process.
  - Attended Hiring Guide – Direct Wage meeting.
  - Attended Human Resources department meeting.
  - Attended Job description meetings with Staffing and Recruiting Manager to discuss process.
  - Attended Renewal and Letter of Appointment Projects for Faculty Letter of Appointment.
  - Attended weekly staff meetings to discuss weekly and procedures updates held by Staffing & Recruiting Manager.
  - Hosted Adjunct Faculty Job Fair.
  - Met with Human Resources and Academic Affairs to plan logistics for Adjunct Faculty Job Fair.
  - PeopleAdmin weekly working sessions.
  - Training new Human Resources Staffing Specialist on daily duties.
- Benefits:
  - American Disability Act request discussions with various departments on requests made in the month of April.
  - Care.com representative meeting to discuss new benefit programs for college employees.
  - College Safety Committee meeting to discuss safety items college wide.
  - Departmental Meeting held by Director of Human Resources.
  - Ellucian Consultant training regarding rollover and budget procedures on Banner system.
  - Family Medical Leave Act with Natalie Rougeux training regarding FMLA law and procedures.
  - Finance and Administrative Services Safety Meeting to discuss COVID-19 and college safety.
  - PayStub training meeting with Payroll and Compensation Manager and Business Office to discuss paystub training presentation for Faculty Senate.
  - Provided notary and swearing in services at President's Office.
  - Review of the Texas Association of School Boards DEC Leave Policies with the Director of Human Resources and FAS Administrative Officer.
  - SHRM RGV April Virtual Monthly meeting regarding updates on health insurance laws.
- Employee Relations (ER):
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on discussion of faculty Family and Medical Leave Act (FMLA) and non-Family Medical Leave Act (FMLA) with Dean of Social and Behavioral Sciences.
  - 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 the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion of 504 cases with the Director Intuitional Equality/Title IX and 504.
  - Met on the discussion of Chrome River Training Session with Accounting Department.
  - Met on the discussion of complaints received by Human Resources to train chairs and supervisors with the Council of Chairs presented by the Employee Relations Officer.
  - Met on the discussion of Equal Employment Opportunity Commission and National Labor Relations Board hosted by Monday with Marvis and Marina.
  - Met on the discussion of Equal Employment Opportunity Commission/Potential Lawsuits with the Director of Human Resources.
  - Met on the discussion of Family Medical Leave Act (FMLA) training regarding Family Medical Leave Act (FMLA) laws and procedures.

- Met on the discussion of Fiscal Year-End toll and batch Electronic Personnel Action Forms via TEAMS hosted by Ellucian Consultant.
- Met on the discussion of Safety Meeting policies and procedures via Teams.
- Met on the discussion of South Texas College Benefits System hosted by Ellucian.
- Met on the discussion of Title IX cases with the Director Intuitional Equality/Title IX and 504.
- Met on the pre-disciplinary process with employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of Human Resources departmental agendas.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met 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 the Director of Intuitional Equality as a co-investigator regarding an investigation.
- Prepared and responded to litigation counsels' requests for claim file materials.

- Talent and Learning:
  - 2022 Adjunct Job Fair Meeting to discuss logistics of the career fair with Human Resources Management team and Academic Affairs.
  - Attended FMLA training.
  - Attended Human Resources departmental meeting.
  - Attended meeting on Science Lab Safety and Storage Compliance with Vice President for Finance and Administrative Services, Human Resources Director, Facilities Operation and Maintenance Director, and Environmental, Health & Safety Manager.
  - Attended Title IX presentation with Physical Science and Engineering Department.
  - Attended Vector Solutions Operational Management meeting with Title IX Coordinator and Human Resources Management.
  - Attended Webinar for Equal Employment Opportunity Commission and National Labor Relation Board.
  - Attended Webinar: "Making the Right Hire".
  - Hosted 2022 Adjunct Job Fair at the Cooper Center with Human Resources Management and Academic Affairs.
  - Met on Employee Handbook with Employee Relations Officer.
  - Met with the vendor Vector Solutions on potential Student and Employee Trainings.
  - Prepared and Finalized Results of the 4.5 workweek for the Vice President for Finance and Administrative Services.
  - Prepared and shared marketing material for 2022 Adjunct Job Fair.
  - Prepared Campus Security Authority Training report for the department of Public Safety.
  - Worked on updates for various training presentations.
  - Worked with Instructional Effectiveness and Assessment for 4.5 workweek survey.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Compensation Study Draft Review.
  - Preparing with Ellucian Consultant for Year End Roll.
- Benefits:
  - Created Employee Demographic files for the completion of Teacher Retirement System Regular Payroll report for the month of March.
  - Employee Retirement System reconciliation report for the month of March.
  - Family Medical Leave Act cases tracking and review.
  - Preparing for the open enrollment health fair in summer enrollment in the month of July.
  - Retirement exit interviews for exiting faculty and staff.
  - Sick Leave Pool enrollment, renewals and cancellation processing.
  - Teacher Retirement System of Texas Employment After Retirement report for the month of March completion.

- Texas Association of School Boards DEC Leave Policy active review with Director of Human Resources and FAS Administrative Officer.
- Training of new Benefits Specialist.

- Employee Relations (ER):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on access to computer resources for Employee Relations Specialist and Employee Relations Officer.
  - Working on Employee Relations cases and reviews.
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Continuously scanning/indexing the active personnel files to have a digital copy. Human Resource provides only a digital copy of the requested file/document. We started the digitization from letter A and we are currently in letter L. All this work with a temporary employee and a work-study.
  - Working on continuously creating audit scripts, to check the integrity of the Human Resources database and facilitate user experience and provide better, easier information to users.
  - Working on digitizing all the performance management forms.
  - Working on Enterprise Resource Planning (ERP) transformation project. We have already set up an evaluation session with Ellucian Cloud Services for July. Planning to introduce the project at the next Banner Users Group's (BUGs) meeting on May 10th. We will plan to set up evaluation sessions with Oracle Cloud Services and Workday.
  - Working on PeopleAdmin reimplementation project.
  - Working on the Digitization of all the Notice of Employment (NOE) forms. The Regular Direct Wage NOE is digitized using Adobe Acrobat Professional and Human Resources Information Services (HRIS) is the pilot for this process. The NOE has already been reviewed and approved (digitally Signed) by Human Resources Director, Payroll and Budget Control.
  - Working on the Staffing and Pay plan for the Fiscal Year 2023 and providing information to the appropriate groups for the compensation study.
- Staffing:
  - Adjunct Faculty Job Fair planning with Human Resource Staffing, Talent & Learning Manager and Academic Affairs.
  - Completed staffing review of updates needed for Staff Hiring Manual for further review and approval.
  - Training continued for new Faculty Specialist.
  - Training for new Human Resources Staffing Specialist.
- Talent and Learning:
  - Merging current Employee handbook with New TASB policies.
  - Reviewing mandatory trainings offered on Vector Solutions Learning Management System (LMS).
  - Updating Human Resource Training Presentations.

HRIS -

Type of Access Provided	Count
Active Directory	0
AppTrack	0
Argos Access	1
Banner	1
Credential Database	0
DFS (Distributed File System)	3
FLAC	1

JagNet Forms Management			0
Job Submission Service turn-on			2
Send As – Email			0
SSN			0
Web Tailor Access			3
Xtender access			0
Total Count			**11**
Visio Charts	**Created**	**Updated**	**Published**
Count	0	3	2
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	7	7	6
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	2	1	1
EverFi Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Human Resources Website Updated Main | JagNet	0		1
Completed Federal/State/Agency Reports			
➢ Bureau of Labor Statistic Survey			
➢ Property / Casualty Insurance RFP (request for proposal)			

Report Development	**22**
Internal Reports	**13**
HRIS - Analytics	1
Human Resources - Benefits Manager	1
Human Resources - Compensation	1
Human Resources - Employee Relations	2
Human Resources - Payroll	1
Human Resources - Staffing	1
Human Resources - Staffing Evaluators	4
Human Resources - Staffing Manager	1
Human Resources - Talent and Learning Manager	1
External Reports	**9**
Academic Affairs – Vice President	1
Coordinator of Fixed Assets & Distribution	1
Finance and Administrative Services – Business Office	2
Finance and Administrative Services – Vice President	4

Information Technology – Applications Development	1
Federal/ State/Local Government Reports	
IPEDS (Yearly)	Yes
TWC Calendar Year 1st Quarter Multi-Site Worksite Report (Quarterly)	Yes
Bureau of Labor Statistics – Current Employment Statistics (Monthly)	Yes
Survey of Public Employment & Payroll (Yearly)	Yes
HEERF CARES Act 2018-2021 data request (On-Demand)	Yes
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	4
Positions posted	6
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees' forms requested	4
Search committees assigned	7
Hiring proposals reviewed (HR Staffing Review workflow)	4
Job offers	0
Review Adjunct/Dual Credit applications	25
New Hire Email Notifications	
Faculty	0
Lecturers	1
Adjuncts/Dual Credit	0
Positions filled	0
PeopleAdmin user updates	10
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	1
SOAPCOL	10
PEAFACT	10
Resignations/Terminations	0
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0

Faculty Staffing	Count
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	9
Notices (1st, 2nd & Final notice)	18
Extension requests	0
Credential entered in credential database Faculty/Staff	20
Vacancy Reports completed NOE course and Rate Review	0 114
Educational Supplements (Review, log, memo, send to payroll and faculty)	2
New hire/re-hire/transfer files (closing onboarding process) track transcripts	35
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	252
E-Verify	
Cases submitted	27
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	42
Name changes	2
Revisions	
Updated employment authorization documents	
Emails for expiring documents	1
Applications	
Processed On-Line	247
Processed Paper	81
Postings	
Closed (On-Line)	44
On Boarding	
New Hires	27
Transfers	11
Returning	4

Support	Count
Adjunct	1

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	0
Record Requests: External	5
Records Filed (by page)	486
Files Scanned & Indexed	514
New Hire/Active Personnel Files Prepared	12
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	14
Telecommunicating - Activity Reports Received and Logged	298
Telecommunicating - Agreements Received and Logged	8
Employment Reference Checks Logged	16
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	2

Staffing/Staffing Support (Staff)	Count
Position requests	21
Job Descriptions reviewed and approved	10
Positions posted	32
Positions reposted	1
Positions extended	7
Positions canceled	6
Search committees' forms requested	19
Search committees assigned	29
Hiring proposals reviewed (HR Staffing Review workflow)	56
Job offers	25
New Hire Email Notifications:	
Full-time staff	17

Staffing/Staffing Support (Staff)	Count
Part-time staff (DW/WS)	7 / 4
Trainers	5
Positions filled	19
PeopleAdmin user updates	20
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations (HR Benefits):	
Full-time staff	15
Part-time staff	2
NOEs	
Full-time temporary staff	
Part-time staff (WS)	
Part-time staff (DW)	17
Trainers	71
Temporary Agency Employees	
Request	1
Replacements	
Assignment Extension	

Employee Relations	Count				
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	489	46	TWC Claims	28	2
Fingerprints	288	31	Open Records Requests	4	1
DPS Driver Eligibility Checks	60	6			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	8
Internal Transfers	9
Benefits Credits/Collections	5
TRS ED Records reported	200 +
TRS RR Records reported	15
TRS Prior Yrs. of Svc Verifications	2
TexaSaver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	0
Exits	
Full Time	10
Retirees	0

FMLA Requests	
New	7
On-Going Cases	11
Closed	8
FMLA Intermittent Requests	
New	0
On-Going	15
Closed	2
Approved Leave of Absence	
New	3
On-Going	4
Closed	2
Workers Compensation Claims	
New	3
On-Going Cases	4
Closed	2
Tuition Reimbursement Applications Processed	1
Tuition Reimbursement Applications ready for payment	1
Tuition Grant Applications	
Employee	24
Dependent	2
Promissory Notes	4
Sick Leave Pool Enrollment	12
Sick Leave Pool Termed	4
Sick Leave Pool Donations	332
Medical Support Orders	0
ERS Changes	0
Vacation Settlement Worksheets	6

Payroll	**Count**
PDR Notifications	230
Direct Deposit Transactions	
Full Time	37
Direct Wage/Work Study/Trainer	27
Resignations	

Full Time	8
Direct Wage/Work Studies	3
Garnishments	49
State Charitable Deductions	59
TXOAG Reporting	28
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	0
Address Changes	2
Form W-4 Changes	49
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	73
Forms processed	48
TWC	0
Letters sent	2
Phone Calls	41
Cell Phone Stipends	2
Adjunct Leave Forms	0
NOE	0
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	15
Work-Study	6
Adjunct	12
Overload	128
FLAC Dual Credit assignments reviewed	0
FLAC entries reviewed and applied	0
Trainers	71
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	28
Faculty Classification Changes	0
Special Assignments	0
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	0

Staff Special Assignment	0
Large Class Payments	25
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions	
Approvals	12
Hiring Proposals	20
Payroll Worksheets	21
Move Request Updates	22
Compensation Worksheets/Updates	22

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MAY 30, 2022
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2022 THROUGH APRIL 30, 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-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College President's Administrative staff via Teams
- South Texas College Planning and Development Council meeting
- Meeting with Vice-President Dr. Plummer, Border Patrol and Navy Presentation Fire Flyer
- Recruiter Contract for Mexico
- Luncheon with CFT Educate Texas Kenyatta Lovett visit to South Texas College with Vice President
- Search Committee meeting for Vice President for Academic Affairs
- Virtual Interviews – Vice President for Academic Affairs
- US Navy Event Preparation

ATTENDED

- Higher Education Emergency Relief Fund (HEERF) Institutional funds Quarterly Reports
- Review and Discuss Support Model for Dual Credit International Students with Vice-President Dr. Plummer
- Texas State Technical College and South Texas College Partnership

- Texas Pathways Institute #5 Keeping Students on a Path
- Grow with Google HSI Career Readiness Pro
- PROGRESANDO Funding
- Teach for America
- Nemesis to FCBT
- Rio Grande Valley Focus Hybrid Leadership Team meeting
- South Texas College Faculty Retirement Ceremony
- Public Safety Expo – Fire Chief VIP Breakfast
- Discussion of Dual Enrollment Project with South Texas College
- Vanguard Academy Fast Track
- Board of Trustees Gary Gurwitz Retirement Ceremony
- The Million Dollar Community College Announcement
- Check Spring Career Expo Union

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2022 semester and Fall 2022 semester on March 7, 2022. **7,695** students have registered online for Summer 2022 semester and **4,081** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **628** chat sessions during April 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 Council, BUGS meeting, Commencement Ceremonies – final walk-through, logistics, staff assignments, Enrollment Appeals, non-credit Pell Grant eligible programs and TACRAO Committee.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- **2,143** potential May 2022 graduates accepted their invitation via Marching Order (out of a total of 3,077 potential graduates) to Spring 2022 Commencement Ceremonies, which will be held at Bert Ogden Arena on May 6 and May 7.
- Distributed graduation regalia at the Enrollment Centers located at Pecan, Mid-Valley and Starr County Campuses on April 4 – 29; **2,117** potential graduates picked up their regalia.
- Specialists downloaded, reviewed and verified **4,899** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 2022.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted students with residency requirements, as needed.
- Specialist for International Students assisted them with all aspects of admissions and registration.
- STC has **07** international students enrolled for Summer 2022 semester and **11** international students enrolled for Fall 2022 semester.
- Processed **102** course substitutions and exceptions in DegreeWorks during April 2022.
- Processed grade changes for **68** students during April 2022.

- Processed reinstatement requests for **15** students during April 2022.
- Processed schedule change requests for **3,522** students before the deadline to withdraw from the Spring 2022 semester on April 18.
- Processed **2,006** high school and **560** college/university transcripts during April 2022.
- Evaluated **466** transcripts from other colleges and universities during April 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **2,760** STC transcripts during April 2022.
- Scanned and indexed **3,143** documents submitted by students during April 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.

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 via Live Chat, Virtual Lobby and in-person for Summer 2022
- SFS Coordinator and Work-Study Specialist held interviews on April 8th for work-study vacancies
- Staff has been assigned to be at the NAHC or TECH for Fast Track events
- The following SFS Staff was assigned to work the Spring 2022 Commencement: Marisela Lozano, Irene Rodriguez, Graciela Garcia, Javier Guajardo, Melinda Garcia, Manoella Leal, Erika Garcia and Lauren Matthews.
- SFS Department celebrated all the current work-studies during work-study week April 18th – April 22nd. Samantha Barrientos from the Distant Learning Department was named Work-Study of the Year.
- 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 being processed for drops of Spring 2022 semester.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **38** events and served **1347** students and parents during the month of April
- Department is working with the Office of Continuing, Professional, and Workforce Education to develop and implement a student service framework to help transition GED students to South Texas College. The framework will include targeted CRM communications and improved internal processes to assist students in clearing financial aid, admission, and registration procedures. In addition, the program curriculum will be revamped to include enrollment activities, including an on-campus orientation.
- Department is working to develop and implement an enrollment communication plan for adult learner students. The plan includes targeted communication campaigns utilizing the Radius CRM and Mongoose SMS messaging systems. The plan will be supported by departmental staff which will adopt a case-management approach to assist students through the enrollment and re-enrollment processes.

SNAPSHOTS

Jaguar Connection Day was held in-person at the STC Technology Campus for PSJA ISD on April 21

Border Patrol Recruitment Presentation was held in-person at the STC Regional Center for Public Safety Excellence on April 22

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Mission Collegiate HS	04/01/2022	ISD	80
Application Drive	Donna HS	04/01/2022	ISD	53
Application Drive	La Villa ECHS	04/12/2022	ISD	28
Application Drive	Rio Grande City HS	04/12/2022	ISD	66
Registration Drive	La Villa ECHS	04/12/2022	ISD	5
Registration Drive	Health Professions	04/12/2022	ISD	58
Application Drive	Weslaco HS	04/13/2022	ISD	90
Registration Drive	Health Professions	04/13/2022	ISD	5
Registration Drive	Edcouch Elsa ECHS	04/20/2022	ISD	80
Jaguar Connection Day	PSJA ISD	04/20/2022	Technology	75
Application Drive	Sharyland HS	04/25/2022	ISD	141
Application Drive	La Joya ECHS	04/26/2022	ISD	31
Application Drive	Weslaco East HS	04/26/2022	ISD	71
Application Drive	Palmview HS	04/26/2022	ISD	26
Application Drive	McAllen HS	04/27/2022	ISD	50
Application Drive	Weslaco East HS	04/27/2022	ISD	48
Application Drive	Mercedes HS	04/28/2022	ISD	20
Application Drive	Rowe HS	04/28/2022	ISD	27
Application Drive	La Joya ECHS	04/29/2022	ISD	28
Application Drive	Economedes HS	04/29/2022	ISD	112
			Total	**1094**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	Veterans Memorial HS	04/05/2022	Virtual	50
Law Enforcement Recruitment	Border Patrol	04/06/2022	Edinburg	8
Law Enforcement Recruitment	Border Patrol	04/11/2022	RCPSE	14
Student/ Parent DC Information Session	Palmview HS	04/11/2022	ISD	10
Law Enforcement Recruitment	Border Patrol	04/12/2022	RCPSE	7
Student/ Parent DC Information Session	Weslaco HS	04/12/2022	ISD	45
Law Enforcement Recruitment	Border Patrol	04/13/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/18/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/19/2022	RCPSE	5
Law Enforcement Recruitment	Border Patrol	04/20/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/21/2022	RCPSE	12
Student/ Parent DC Information Session	Weslaco East HS	04/21/2022	ISD/Virtual	15
Law Enforcement Recruitment	Border Patrol	04/22/2022	RCPSE	11
Law Enforcement Recruitment	Border Patrol	04/25/2022	RCPSE	9
Law Enforcement Recruitment	Border Patrol	04/26/2022	RCPSE	13
Law Enforcement Recruitment	Border Patrol	04/27/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	04/28/2022	RCPSE	14
Law Enforcement Recruitment	Border Patrol	04/29/2022	RCPSE	8
			Total	**253**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - La Villa HS/ECHS
  - Progreso ECHS

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
- Transition Planning Meeting
- Transition Planning Meeting Follow-Up

- Reskilling Grant Follow Up Meeting
- TXDot Transition Meeting
- THECB Reskilling Grant Meeting
- Review of Cross-Training & Binder Logistics for New Hires
- Banner Training Meeting
- Banner Training – New Hire
- Reskilling Grant Screening Training
- Jaguar Connection Day Overview
- President's Administrative Staff Meeting
- Law Enforcement Documentation Process Meeting
- #RealCollegeTX Topic 5 Session
- Radius - Public Safety Meeting
- Reskilling Grant Follow Up Meeting
- Public Safety GPS Introductions Meeting
- TraxAdmin Changes Meeting
- Jaguar Connection Day Planning Meeting
- Reskilling Grant Check Up Meeting
- Presentation Review Meeting
- Jaguar Connection Day Overview – D2D Staff
- GED Enrollment Initiatives
- Navy Presentation Meeting
- Dual Credit Enrollment Meeting
- #RealCollegetx Workshop
- Reconciliations Review Meeting
- The Million Dollar Community College Announcement
- Reconciliations Review Meeting
- STC & 21st Century CTE Meeting #5
- Weekly Reskilling Grant Check In Meeting

PROFESSIONAL DEVELOPMENT

- 2022 Preparate Conference
- Texas Pathways Institute
- How to Achieve Your Goals Using the Tiny Habits Method
- How to Transform Challenges into Something Positive Using the Tiny Habits Method
- How to Overcome the Fear of Anything Using the Tiny Habits Method
- 2022 American Association of Community Colleges

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	**31**			**ACT**	**508**
Mid- Valley	**30**	**22**	**21 (95% show)**	**TSI EXAM**	**217**
Starr Campus	**21**	**16**	**14 (88% show)**	**TSI EXAM**	**89**
Pecan Plaza	**40**	**45**	**38 (84% show)**	**GED/ PEARSON**	**326**
Pecan Plaza		**134**	**127 (95% show)**	**TSI EXAM/ includes TSI Online**	**942**
Pecan Plaza		**12**	**9 (75% show)**	**TCOLE/ Proctored Exams**	**108**
Pecan Plaza		**77**	**64 (83%show)**	**HESI**	**554**
Mid-Valley		**22**	**20 (91% show)**	**HESI**	**277**
Starr		**5**	**5 (100% show)**	**HESI**	**66**
TOTAL:	**122**	**333**	**298 (89% show)**		**3,087- – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (04/01/2022 – 04/30/2022)		**Year To Date (09/01/2021 - 04/30/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	25	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	158
Developmental Ed (945+ & 0-4 Essay	13	Developmental Ed (945+ & 0-4 Essay	138
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	29
ELAR Diagnostic Level 4	34	ELAR Diagnostic Level 4	258
ELAR Diagnostic Level 3	19	ELAR Diagnostic Level 3	181
ELAR Diagnostic Level 2	13	ELAR Diagnostic Level 2	100
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**108**	**Total**	**864**
Mathematics College and Career Readiness			
Monthly (04/01/2022 – 04/30/2022)		**Year To Date (09/01/2021 - 04/30/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	23	**College Ready (950+ or 910+ & 6+ Diag)**	143
Mathematics Diagnostic Level 5	4	Mathematics Diagnostic Level 5	63
Mathematics Diagnostic Level 4	49	Mathematics Diagnostic Level 4	368
Mathematics Diagnostic Level 3	23	Mathematics Diagnostic Level 3	214
Mathematics Diagnostic Level 2	11	Mathematics Diagnostic Level 2	161
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**110**	**Total**	**949**
Data retrieved from College Board Accuplacer			
Date: 05/01/2022			

COLLEGE CONNECTIONS

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Dual Credit Programs Mexico Schools Partnership Mapping Process

RECRUITMENT

- Roma High School Apply Texas Drive
- Border Patrol Post Orientation Recruitment
- Mexican Consulate Ventanilla Recruitment
- Calvary Baptist Church College and Career Fair
- Donna North High School Apply Texas Drive
- Edinburg High School Recruitment Presentation
- Weslaco East High School Recruitment Presentation
- Individual Student Appointment – 5 appointments
- PSJA Collegiate College Decision Day
- Mercedes CTE Family Fair
- Hidalgo ISD Transition Fair
- Juarez Lincoln High College Fair
- PSJA Thomas Jefferson T-STEM ECHS Decision Day
- Veterans Middle School Career Day
- Weslaco High School College Fair
- Robert Vela High School Parent Night
- TSC Graduation Fair
- McAllen ISD Parent & Family Engagement College Presentation
- Sharyland High School Decision Day
- Oxford High School College Presentation
- PSJA North High School Decision Day

FAST TRACK

- Mercedes Early College Academy/ Mercedes Academic Academy
- PSJA North High School
- Southwest High School
- Jimmy Carter & Academy of Health Science
- La Joya ISD 2.0
- Rio Grande City ISD 2.0
- IDEA College Preparatory Mission
- Sharyland High School
- IDEA College Preparatory Donna
- Weslaco ISD 2.0
- Vanguard Academy 2.0
- Roma HS Fast Track 2.0
- IDEA College Preparatory Pharr

- Donna High School
- IDEA College Preparatory Alamo
- PSJA Memorial High School
- PSJA High School
- PSJA TSTEM
- IDEA College Preparatory Alamo
- ACHIEVE Early College High School Decision Day
- PSJA Southwest Decision Day
- McAllen Memorial Decision Day
- PSJA High School Decision Day
- PSJA Memorial High School Day

CAMPUS TOURS

- Pecan
  - Personal Tour – 3 visitors
  - IDEA Public Schools-Los Encinos – 7 visitors
- Tech
  - Personal Tour – 3 visitors
  - Sharyland High School – 40 visitors
  - IT EXPO – 90 visitors
- Starr
  - La Joya – Memorial Middle School GEAR UP – 20 visitors
- NAH
  - Personal Tour – 3 visitors
  - La Joya – Memorial Middle School GEAR UP – 20 visitors
  - Sharyland High High School – 16 students

CALL CENTER

Phone Calls	
Inbound Calls	8,396 calls

Fast Track Weslaco ISD

Picture include students who attended Weslaco ISD Fast Track event at the MidValley Campus. These students registered for classes for the summer and fall semesters. Students who registered received an enrollment packet and a t-shirt to celebrate their jaguar pride.

Fast Track-IDEA College Prep Mission

Pictures include students who attended the Vanguard Academy Fast Track event at the Pecan Campus. These students registered for classes for the summer and fall semesters. Students who registered received a #stcnewjaguar t-shirt and enrollment packet to celebrate their jaguar pride. Students also got a STC banner to show their commitment and pride to their decision to attend South Texas College.

Decision Day at McAllen Memorial High School

The College Connections department attended McAllen Memorial College Decision Day to celebrate future South Texas College students. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

Decision Day at McAllen Memorial High School

Picture include students who attended PSJA ISD Fast Track event at the Pecan Campus. These students got a college presentation presentation, FYC Orientation and were able to registered for classes for the summer and fall semesters.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
9,424	Student Contacts, Outreach & Virtual Appointments
2,458	CTE Student Contacts
83	Student & Alumni Registered on CCN
54	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
36	Jobs posted to CCN
2	Workshops Presented
79	Resumes Reviewed Online by Employers via CCN
2184	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Aircool Tech - ACT. Corporation
- Bridgestone Retail Operations, LLC.
- City of South Padre Island
- Continental Forwarding Services, Inc.
- Green, Rubiano &Associates
- Mariner Finance
- Radio United LLC
- Royal Technologies
- Texas Department of Criminal Justice
- The Borgen Project
- Total Computing Solutions of America, Inc.

- Tropical Texas Behavioral Health

Presentations/Workshops

- Virtual class presentation for Medical Assistant Technology practicum students (17 attendees)
- Diesel in class presentation (8 attendees)

Employer Outreach

- Maxim Magazine
- Atlas Electrical, Air Con & Plumbing
- IBC Bank
- Rhodes Enterprises
- HB Neild
- PBK Architects
- Entravision Communications
- French Ellison Truck Center
- A&G Engineering
- DHR
- Hospital Corporation of America

Employer Registrations

- CarMax
- City of McAllen
- FUMC DAY SCHOOL
- Glazers Beer & Beverage
- Green Light Go
- Hill & Romero Certified Court Reporters
- Kimball Midwest
- Legacy Preparatory Charter Academy
- Payne Insurance Group
- Tropical Texas Behavioral health

Coordination of Upcoming Events

- Career Service Informational table for IT Career Expo at Technology Campus
- In class presentations for Diesel Technology students
- Virtual class presentation for Medical Assistant Technology practicum students
- In class presentations for Diesel Technology students
  Support Services Tech Campus presentation for Faculty/Staff

MEETINGS AND MISCELLANEOUS INFORMATION

- CES Director participated in the three-day on-site evaluation audit conducted by the Accreditation Commission in Education for Nursing (ACEN) in support of the BSN program.
- CES is collaborated with Public Relations to plan and to the *Financial Literacy Awareness* speaker series to be held at the Starr, Mid-Valley and Pecan campuses in cooperation with Texas Regional Bank.
- CES and the Student Activities Department hosted the **STC 2022 Spring Career Expo.** This event provided a means for students to connect with companies that they may have an interest in exploring

employment opportunities. The expo also provided an opportunity to allow students to meet with employers and interact directly with recruiters from different fields. Approximately 85 representatives

- from the educational, engineering, government, media, medical, law enforcement, construction, technical, retail and motor vehicle industry participated in the Expo. Students were able to discover new career opportunities, make an impression, ask questions and seek new leads.
- CES conducted outreach efforts to students (325) for employment opportunities at Job Fair held by Tropical Texas Behavioral Health
- Outreached all students (4,243) and (5,081) alumni for Spring 2022 Career Expo via online job board- College Central Network
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff submitted Campus Security Authority (CSA) form for compliance to department of public safety
- Compiling, preparation and submission of FY22 Biannual Perkins Time on Task documentation
- CES conducted follow-up outreach efforts with Employer HBNield for registration and participation coordination for the STC 2022 Spring Career Expo
- CES conducted outreach efforts with AEDT for VG Vanguard Engineering, LLC. Regarding employment opportunities via CCN online job board platform for registration and participation coordination for the STC 2022 Spring Career Expo
- Continued to create and update marketing on social media pages for the STC 2022 Spring Career Expo.
- CES staff conducted follow-up outreach efforts with CSM French Ellison for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Mid-Valley campus in cooperation with Texas Regional Bank.
- CES staff continued with outreach efforts with all student (4,292) and alumni (5,185) for Spring 2022 Career Expo via online job board- College Central Network
- Conducted virtual open workshop via Microsoft Teams
- CES conducted Professional Headshot Student Sessions
- CES conducted outreach efforts with ProBar for internship positions and for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Pecan campus in cooperation with Texas Regional Bank.
- CES participated with STC Campus police to coordinate and facilitate parking for the STC 2022 Spring Career Expo.
- CES conducted Professional Headshot Sessions at the STC Mid Valley Campus.
- CES sent follow-up email invitations for the STC 2022 Career Expo to all employers registered on the CCN platform.
- 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 and for registration and participation coordination for the STC 2022 Spring Career Expo
- Conducted outreach efforts with Border Stone Rehab Services regarding employment opportunities for STC students and alumni and for registration and participation coordination for the STC 2022 Spring Career Expo

- CES with representatives of the building maintenance department in order to follow-up with preparation plans for the upcoming STC 2022 Spring Career Expo.

- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection and for registration and participation coordination for the STC 2022 Spring Career Expo
- Continued marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs.
- CES informational table for PSE Career Expo.
- Participated in Public Safety & Excellence Career Expo CES informational table.
- Career Service Informational table for IT Career Expo at Technology Campus
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Conducted outreach to HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of available employment opportunities and for registration and participation coordination for the STC 2022 Spring Career Expo
- CES in collaboration with Public Relations hosted the *Financial Literacy Awareness* speaker series at the Starr County campus in cooperation with Texas Regional Bank.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Continuing to assist 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 efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper positions and for registration and participation coordination for the STC 2022 Spring Career Expo
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event for Nursing students and for registration and participation coordination for the STC 2022 Spring Career Expo
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Updated and created Spring/Summer CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated PTA Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 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 Public Relations department.
- Outlined Spring/Summer CTE program collaborative projects and targeted student-based events.
- Conducted outreach to Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews, professional headshots, and mock interviews.
- CES staff continues to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by modifying the iGrad program link in 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 on behalf of various employers and for registration/participation coordination for the STC 2022 Spring Career Expo
- Created Financial Wellness CTE student outreach materials.
- 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.
- CES staff conducted Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- CES staff participated in 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 grant 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 support and 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 April 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.
- 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.
- 118 resume revision via CCN, 12 student outreaches, 11 student walk-ins

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 6.
- The Office of the Ombuds conducted Dispute Resolution Student Academy make up Session.
- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- 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 Student Rights and Responsibilities is preparing for the National Week of Conversation events.
- The Office of the Ombuds conducted Dispute Resolution Student Academy make up session and circle at Starr County Campus.
- The Office of Student Rights and Responsibilities assisted the virtual the Texas Mediator Round Table quarterly meeting and featuring speaker Dr. Kevin Slaikeu.
- Ms. Michelle Miller attended the Chrome River update with Business Office.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- The Office of Student Conduct is working with the Office of Human Resources on Student Conduct Officer job descriptions.
- 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 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 assisted the department meeting for Physical Sciences and Engineering to provide information on classroom discipline.
- The Office of Student Rights and Responsibilities is preparing for the National Week of Conversation events.
- The Office of Student Rights and Responsibilities assisted the virtual the Texas Mediator Round Table quarterly meeting and featuring speaker Dr. Kevin Slaikeu.
- Ms. Michelle Miller attended the Chrome River update with Business Office.
- The Office of Student Conduct attended the virtual National Behavioral Intervention Team Talking BITs: The Impact of Anti-LGBTQIA+ Legislation on Youth.

BEHAVIORAL INTERVENTION TEAM

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

STUDENT ACTIVITIES AND WELLNESS

- Student Leadership Academy Retreat at Camp Rio

- Corn-N-Cup (Mid-Valley)

- Empanadas & Iced Coffee (Pecan)

- Nachos & Keychains (Mid-Valley)

- Caramel Popcorn Day (Technology)

- Mystery Box (Technology)

- Plant-tastic Day 1 & 2 at NAH (NAH)

- Student Government Association Volunteering Day

- South Texas College Soccer Club vs Trinity University FC

- Jaguar Showdown + Ice Cream Social (Pecan)

- Sweet Easter (NAH)

- Easter Minute to Win It Games (NAH)

- Easter Celebration (Technology)

- Easter Celebration (Mid-Valley)

- Spring Celebration (Starr County)

- Canvas Painting (Mid-Valley)

- Easter Egg Decorating (Pecan)

- Ice Cream & You Sing!! Karaoke (NAH)

- Earth Day Celebration (Technology)

- Earth Day (Starr County)

- Starr Campus SLA Student Service Cleanup at Falcon Lake (Starr County)

- Evolve: The Latinx Leadership Experience at TSC

- Earth Day Sand Art (Pecan)

- Donut Stress. Let it Glow (NAH)

- Superhero Trivia (NAH)

- Superhero Day (Technology)

- Student Government Association Leadership Banquet (Starr, Mid-Valley, McAllen Campuses)

- Make a Friendship Bracelet Day (Pecan)

- Drive-In Movie Night @ Technology Campus (Technology)

- Student Government Association (District-wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- 2022 Dodgeball League (Mid-Valley)
- 2022 Spring Coed Nickel Softball Tournament (Pecan)

Counseling Services

April 2022					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Academic Probation and Academic Suspension	34	2	37	2	3
Mental Health Counseling	36	41	108	5	39
Academic Advising	15	1	172	15	1
Career and Transfer	2	0	3	2	0
Special Programs, COVID-19 Contacts, Other	12	3	34	1	2
Total	**99**	**47**	**354**	**25**	**45**

Meetings/Consultations

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- TPP Institute #5 Team Meeting
- Carl Perkins Semi-Annual Certification and CLNA
- RealCollegeTX Topic 5 - Policy
- AHEAD Spring 2022 Webinar Series - Implementation Strategies for the New AHEAD Code of Ethics
- Fast Track Event
- 504 Meeting
- Search Committee, Student Success Counselor Interviews
- Hidalgo ISD Transition Fair
- High School Admission, Renewal, Dismal Meetings
- CSAS Presentation for Region One ESC

- College Safety Committee
- Talking Session 3: Small Institutional Perspective - Strategic conversations on improving the self-identification process for Students with Unique or Special Circumstances (aka Perkins Special Populations)

Workshops/Presentations

Maintaining the Balance: The Importance of Self-Care and Well-Being for the College Lifestyle
Suicide: Let's Talk About It

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 3,253 contacts with students were conducted by Academic Advisors and PASS Program Advisors in April 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
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort was rescheduled for April; 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 firsthand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; guided mentors to make phone calls to First time in college students (FTIC) Career and Technical Students (CTE) students and inform them of the PASS Program and remind them to register for the Summer and Fall semesters; 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.

- **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
  - PASS Program staff participated in the Talking Sessions virtual meeting held by THECB regarding documentation of special populations
  - 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 and to update the CLNA
  - Reviewed applicants for PASS Program vacancies and submitted People Admin documents for recommendation of hire
  - Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V Biannual Report
  - Met with PASS Program staff to review past activities and plan for the semester
  - Participated in the Talking Series sessions provided by the Grants Department
  - Reviewed Time & Effort forms and submitted to Grants Office

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed advance work regarding Basic Needs and Mental Health in preparation for Institute; participated in #RealCollegeTX Hope Center meeting to review and discuss basic needs for students; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) attended Guided Pathways Institute in Houston from April 6th – 8th;
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; 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; held the first Fast Track 2.0 and met with front line staff and ATD Coach to debrief afterwards; made changes based on feedback from Debriefings;
- **STC & UTRGV Collaborative** – STC Advising Department now houses a UTRGV representative from Monday thru Friday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV; Director maintains ongoing communication with UTRGV to facilitate services;
- **National Alliance for Partnerships in Equity (NAPE)**– PASS Program staff along with other STC personnel participated in NAPE Annual Conference as part of the collaboration for the Perkins 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;

Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

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: MAY 1, 2022

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2022 THROUGH APRIL 30, 2022

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

Event / Project / Task	Description	Completed Tasks	Next Steps
Youth Camps Summer 2022	Summer Camps offered by STC Faculty and Staff on multiple campuses and online.	• Camps Posted Online • CRNs created • ISDs notified • 4 Camps are at capacity	Student Registration Count (weekly from CE)
Border Patrol Training Agreement	 Border Patrol Trainings at RCPSE for driving course, driving simulator, and classroom space.	• BP Training Ongoing at RCPSE	
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)
- ASHP/ACPE Surveyor
- Dual Credit International Students Support Model
- Seal of Excelencia
- TSTC & STC Partnership
- Distance Learning Password Resets
- TAMU
- Border Patrol
- IT and CS Webpage
- Workforce Summit
- CFT Educate Texas
- Bi-National Agreement – Universidad Tamalipeca
- THECP Check Presentation
- VPAA Search Committee and Interviews
- Mi Casita Affordable Housing Project for Hidalgo County
- Jailor MOU
- Bus Driver Program Partnerships
- RGV Focus Leadership
- ZOHO Welcome to McAllen
- McAllen ISD Aviation Program
- Public Safety Expo and VIP Luncheons
- ACEN for BSN Accreditation
- U.S. Navy
- Cosmetology Accreditation
- McAllen Economic Development Steering Committee
- Staffing Plans
- South Texas Regional Workforce & Education Partnership

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 Financial Manager's Handbook pages are in the final testing phase before production rollout. The new upgraded Student obligation acknowledgments have been placed on hold due to scheduling conflicts. Additional apps will continue to be converted through the rest of the 2022 year. 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

There are no changes during this reporting cycle. The environment created to provide access to employees to work from home remains available via JagNet until the different functional areas around the college come to normality.

DEGREE WORKS

The Apps Dev team continues to work on the next phase of this project which will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements including the creation of online what-if scenarios for students to transfer course work. The STC team continues to review the solution provided by Texas A&M Kingsville and will determine next steps. 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

There are 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. The team has not encountered any issues or errors. In addition, the IT team performed the version upgrade needed to apply the latest security patches. Servers have been patched and upgraded.

IT team continues to configure and test VMware Site Recovery Manager (SRM) and vSphere Replication. This solution should allow STC to have a hot site at TJC. The IT Team will determine if this solution will allow the swapping of traffic between sites and make TJC active.

The installation of building M natural gas generator has been completed. The transfer switch testing was performed on April 23. This test was done to make sure the building M datacenter received power from the generator. Gas pressure was also tested. This item has been completed and will be removed at the next reporting cycle.

VIRTUALIZATION PHASE II

The IT team continues to work on the second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link. The IT team has discussed with the Open Labs staff the idea of promoting the software virtualization option to students using the labs, logs show that this tool is not used much. IT team will work on making the link available to all open lab computers district wide.

The Engineering department continues to use the instructional virtual environment with no issues. IT team will reach out to the Engineering department to discuss summer classes that will need this environment. The IT team will be applying a recently released security patch for the virtual environment; these patches will be applied after grades are turned in and will be in production on most virtual servers by the beginning of the summer.

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

- Getting ready to launch the Cyber Security Awareness training.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to Risk Management.
- Performed a health check to our vulnerability scanning solution with vendor.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Worked on the security plans that get submitted in June 2022.
- Assisted Business Officer with the ACH compliance questionnaire.
- 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

- Cosmetology Operator Prospectus
- Surveying and Geospatial Prospectus
- AA Childcare Program Packet
- Reviewed Faculty Qualification
- Letter for Closure of Off-Campus Site
- Published the Substantive Change Process Update

MEETINGS / TRAININGS

- IRESP Administrators Meeting
- President's Administrative Staff Meeting
- Planning and Development Council PDC Meetin
- Academy Council Meeting
- Centex
- ASHP Accreditation (Pharmacy)
- College-Wide Curriculum Committee Meeting
- STC-UTRGV Meeting
- Finance Board Meeting
- Anthology Portfolio Meeting
- Strategic Planning Meeting.

PROJECTS

- Quality Enhancement Plan Status Updat
- Seal of Excelencia
- FAS Survey
- Competency-Based Education Grant
- Dual Sites Review
- South Texas Higher Education Regional Council (STHERC) Report

MISCELLANEOUS

- HELIO Campus Assessment Dem
- IRE&SP Project Manager Hire
- IRE April's Weekly Reports to ISPP&SI
- IRE March's Monthly Report to ISPP&SI
- Compilation of IRE-IEA-RAS Weekly Reports
- Processed Travel for Upcoming Conferences (AIR and SACSCOC)

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
    - Review of IE plans
- 2019-2021
    - IE plan progress tracking
    - Review of IE plans
- FTIC Cohort Tracking
- Comprehensive Operational Plan (COP)
    - Final Excel Master Report
    - AY 2020-2021Status Report
    - Completion of AY 2020-2021 Update
- Cabinet Level IE Plan Integration
- Support for Program-based Accreditation (Re-accreditation) – Pharmacy Technology virtual on-site visit successfully completed.
- SACSCOC Ongoing Activities
    - Planning to attend the Summer Institut
    - Lays outs All SACSCOC's elements for two new programs
- Indirect Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion
- IE Reports Data Suppor
    - Enrollment by major
    - Enrollment type report update

MEETINGS / TRAININGS

- Weekly Meeting with IE Analyst
- Xitracs' Users Meeting
- IE Analyst Research and Self Training
- Data Management & Integrity (DMI) Committee Meeting
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Staff Weekly Meeting
- Planning and Development Council PDC Meeting
- Meeting with Dr. Plummer (VP-ISPPSI)
- President's Administrative Staff Meeting
- Academic Calendar Committee Meeting
- Data Literacy Academy and Workshops
- OPOD-Hosted Trainings

FACTBOOKS AND DATA PORTAL

- Data Portal Update
- Fact Book Update

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support
- Substantive Change Support
- Strategic Planning/KPI Data Support
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
- Ad-Hoc Data Request
    - Course pass rates (co-req vs. college-ready)
    - Developmental education corequisite course achievement
- Data Requests
    - DE History and Age Group for FTIC Cohorts
    - Seal of Excelencia (Retention/Persistence)

MISCELLANEOUS

- IEA April's Weekly Reports to ISPP&SI
- IEA March's Monthly Report to ISPP&SI

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Data for 2022 Seal of Excelencia Recertification Application
- IPEDS Fall Enrollment Survey

SURVEYS

- ADN simulation Survey for Spring 2022
- COP #3 Survey
- Dual Credit Faculty Survey
- Faculty Senate election for 2022
- HEDS graduate Survey 2022 administration
- Library Quality Survey for Spring 2022
- SmartEvals Surveys for Spring 2022
- Tech Campus Planning Survey

QUALITATIVE STUDIES

- CDC Focus Group
- Data Summit descriptive coding

DATA REQUESTS

- BSN Student Profile Data
- Educational attainment data - Hidalgo and Starr Counties
- Enrollment and graduate growth numbers
- Higher Education Emergency Relief Fund (HEERF) Data Collection
- MATH0100 Spring and Summer Students with TSI Math Diagnostic Score of 5
- PCT graduates into LVN and ADN success and retention rates Fall 2021-Spring 2022
- Prerequisite Completion of Currently Enrolled BIOL2402, CHEM1414, and MATH2413
- Spring 2022 ITNW, ITSC, ITSE K1&K2 enrollment and success rates
- Starfish 2nd Progress Survey Analysis
- Starfish Second Progress Survey for Traditional Sections Not Completed by Division
- Updated Spring 2022 Dual and Traditional Student Contact Hours
- 2020-21 full-time part-time student counts

MEETINGS

- Academic Council Meeting
- Data Academy Meeting
- Data process recommendations Meeting
- Discussion of Data Academy with OPOD
- DMI Committee
- DMI Roadmap Discussion
- IRESP weekly
- Meeting for Dev Ed presentation for PDC
- PDC Meeting
- PDC Developmental Education presentation
- RAS quant team weekly
- RAS qual team weekly
- Starfish survey
- Starfish data/reports meeting
- Texas Pathways Institute #5
- UTRGV transfer data report

OTHER RESEARCH/SUPPORT

- Daily Enrollment Comparison Report-Summer and Fall Reporting Date Trouble Shoot
- Data academy - program learning outcomes
- Developmental Education presentation for PDC
- DMI presentation - example data issue slides
- Historic Performance Measures Using CBM008 Faculty Report
- IPEDS Human Resources Survey Data Preparation
- Majors-Metamajors-Divisions crosswalk
- Review workforce summit presentation and send feedback
- Sam Solis on MADISSAR grant project

- SENSE and CCSSE results for student services items
- Texas Pathways Institute #5 - Review team strategy time document and provide feedback

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Participated in ACEN certification visit for the BSN program.
- Coordinated update to café design for Pecan Campus Library Renovation.
- Reviewed and revised staffing request.
- Prepared for Library & Learning Support Services Advisory Committee meetings
- Visited Starr County Campus to discuss service operations with Library Services, Open Labs, and CLE staff.
- Worked with Library, Learning Commons and Open Labs, and Facilities Planning & Construction staff to revise concept for a food vending space in the Pecan Campus renovation.
- Drafted and submitted application for America Association of Colleges and Universities Institute on Open Educational Resources.
- Worked on setting up Nominating Committee for Texas Council of Academic Libraries Executive Board.
- Reviewed and revised comments on 60% Construction Drawings for the Pecan Campus Library Renovation and Expansion.
- Worked with Library, Learning Commons and Open Labs, and Facilities Planning & Construction staff to revise concept for a food vending space in the Pecan Campus renovation.

MEETING HIGHLIGHTS

- Convened meeting of Library and Learning Support Services Student Worker Advisory Group meeting.
- Convened meeting with colleagues in Library, Physics, and Engineering to discuss options for circulating an equipment kit for various courses.
- Participated in meeting to review and discuss staffing plan.
- Participated in meeting with Facilities Planning & Construction and Library & Learning Support Services colleagues to review revisions to Pecan Campus Library renovation plans.
- Participated in after-action review meeting relating to previous Library & Learning support Services training program.
- Convened meeting of Library and Learning Support Services Advisory Group
- Participated in Planning and Development Council Meeting.
- Participated in meeting with VP ISPP&SI and CLE Director regarding staffing plan
- Participated in Texas Council of Academic Libraries Executive Board meeting.
- Participated in meeting of Texas Council of Academic Libraries Nominating Committee.
- Participated as corporate representative in offsite meeting.
- Participated in meeting with Lexis Uni database representative
- Met with Library & Learning Support Services and Facilities Planning and Construction Staff to discuss comments on 60% Construction Drawings for the Pecan Campus Library Renovation and Expansion.
- Participated in vendor services meeting with Index Data regarding services related to a possible implementation of the FOLIO electronic resources management (ERM) system for the library.
- Participated in President's Administrative Staff (PAS) meeting.

TRAINING HIGHLIGHTS

- Participated in Texas Library Association Conference in Fort Worth
- Participated in webinar on drafting and replying to interrogatories, document requests and requests for admission.

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 Equipment Circulation Update Meeting

- Attended Team Building Activity Meeting
- Attended NAH Accreditation Meeting
- Attended Beliefs Meeting
- Attended Associate Dean of Library Services Meeting
- Attended Equipment Circulation Update Meeting
- Attended LLSS Advisory Group Meeting
- Attended Budget Review Meeting
- Attended Distance Learning, OPOD & ET Meeting
- Attended Technology Campus Library Site Visit
- Attended IT Adobe Creative Cloud Meeting
- Attended Outreach & Instruction Meeting
- Attended Librarian II weekly Meeting
- Attended Pecan Campus Library Renovation & Expansion Meeting
- Attended 60% Construction Drawings Review Meeting
- Attended Data/Information Usage Discussion Meeting
- Attended Librarian III Weekly Meeting
- Attended All Team Meeting

LIBRARY DATA:

Monthly Statistics

- Library Website Visits # __9,486__
- Discovery Search Visits # __4,237__
- Active Community Users #____
- Visitors # __19,110__
- Reference/Research: _____
- Non-Reference/Research: _____
- Library Art Gallery Events # __2__
  - Attendance: Synchronous Online __60__
  - Attendance: Asynchronous Online __35__
- Library Events # __6__
  - Attendance Synchronous __99__
  - Attendance Asynchronous __34__
  - Attendance: In person __47__

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

"Time and a Half"

Jason Valdez, MFA (STC Alum) + Community Artists	**Location: Technology Campus Library**	**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/

"Who's the Bandit?"

Josue Ramirez, BA (Cont. Ed Student)	**Location: Mid-Valley Campus Library**	**March 2, 2022 – August 5, 2022**

South Texas College's Library Art Gallery presents "Who's the Bandit," a multidisciplinary exhibit with Josue Ramirez that features installation, performance, and video. In this exhibit, Ramirez uses found objects to create an installation that engages the conversation of housing advocacy through art. Ramirez received his B.A. in Mexican American Studies from the University of Texas at Austin and continues his education by taking courses with the STC Art

Department.https://library.southtexascollege.edu/josue-rawmirez/

Love, Drugs, and Politics in Romeo & Juliet

Speakers: Pamela K. Jensen	**In-Person and Online**	**April 5, 2022**
Source: Faculty Request	**(Bryan Smith/Poli-Sci)**	**Attendance: 90**

STC Library is thrilled to present Professor Emerita of Kenyon College, Pamela K. Jensen on this year's Will'n in Weslaco featured play, Romeo and Juliet. Join us on April 5th at 6PM on Zoom Webinar or in-person at Mid-Valley Campus G288 for this conversation about Shakespeare's beloved tragedy.

Attendance: 12 in-person, 78 online.

Living Beyond Borders with Margarita Longoria

Speakers: Margarita Longoria	**Virtual (Zoom Webinar)**	**April 7, 2022**
Source: National Library Week		**Attendance: 19 registered**

STC Library is thrilled to host local librarian and author Margarita Longoria for National Library Week! Join us for a discussion of libraries, books, publishing, and Margarita's recent anthology *Living Beyond Borders: Growing up Mexican in America*.

Visual Poetry

Location: Virtual	**April 13, 2022**
	Webinar: 39 | FB Live: 21

A special virtual workshop about interpreting written word through digital collage. Participants will learn techniques to express themselves through a written and visual language while learning about process and design.

https://library.southtexascollege.edu/virtual-art-workshop-series/

Guitar Studio Performance

Speakers: Students of Guitar Studio	**In-person**	**April 21, 2022**

Source: Faculty Request	Jaime Garcia/Music Dept	Attendance: TBD

A guitar performance in the Pecan library near the circulation/information desk. Presented by Guitar Studio students and instructor Jaime Garcia.

"STC Drawing Students"

STC Drawing I Students	Location: Pecan Campus Library	May 2, 2022 – May 12, 2022

STC Drawing 1 Students Final Exam. 60 artworks

"Who's the Bandit?"

Location: Mid-Valley Campus Library	March 2, 2022 – August 5, 2022

Ramirez, is originally from Ciudad Mante, Tamaulipas, Mexico, and grew up in the Rio Grande Valley. In this exhibit, he uses found objects to create an installation that engages the conversation of housing advocacy. Rawmirez received his B.A. in Mexican American Studies from the University of Texas at Austin. Rawmirez is currently continuing his education by taking courses with the STC Art Department.

https://library.southtexascollege.edu/josue-rawmirez/

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 98%	**End Date:** Spring 2022
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 98% Phase II – 98% 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 Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 100% Phase II – 67% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for furniture items and plans and initial steps have been taken to prepare the Open Labs computer equipment and Library inventory data imports.		
Library Faculty Portal	**Progress:** 74%	**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 is currently building six modules.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** May 2022
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual)	Phase I – 100% Phase II – 100%	

Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase III – 95% Phase IV – 0% Phase V – 100% 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

- Engineering MOU – ongoing
- LinkedIn Learning April Challenge: Protect Our Planet
- Starr County Campus Roma High School Fast Track Students Tour
- May 20th Team Planning – Ongoing
- Citations & Avoiding Plagiarism" Presentation
- Pecan Campus Music Department Guitar Performance
- Outreach & Instruction Organizational Leadership Instruction Sessions
- Mid Valley Campus LVN/ADN Transition Orientation Summer 2022 Library Orientation
- Finals Week Event Planning – Ongoing
- Starr Campus Tour & Instruction Session
- Library Instruction Team Assignment
- "Finals Fuel" Event Preparation
- Nursing & Allied Health Campus Online Physical Therapist Assistant Orientation
- "Inside the Artist Studio" Virtual Workshop – Divine Agbeko & Aimaloghi Eromosele
- Hotspot Project/Laptop/Smartphones (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Weeding General Collection Project – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – 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 – Ongoing
- HEERF Laptops Processes Audit – Completed
- HEERF Laptops circulation/check-ins – Ongoing
- Discards Project – Ongoing
- Open House – National Library Week Popcorn & Giveaways for students
- Starr Campus Search Committee for Library Technician Position
- Pamela K. Jensen Virtual Presentation – Attendance: 90
- Margarita Longoria Virtual Presentation – Attendance: 19
- Organizational Leadership Library Instruction Sessions
- South Texas College Niche Academy Account
- "Library Services Overview" Presentation
- National Library Week Popcorn Event
- "Research Basics" Presentation
- Tidbits Publications

MEETING HIGHLIGHTS

- Staff members participated in Reflection Activity Meeting
- Staff members participated in Stress Relieve for Finals Meeting
- Staff members participated in Library Technician Search Committee
- Staff member participated in Student Advisory Committee Meeting

- Staff members participated in Mid Valley Advisory Committee Meeting
- Staff members participated in Mid Valley Reading Committee Meeting
- Staff members participated in Instruction Team Group Project Meeting
- Staff member participated in Art Department Grant Development Meeting
- Staff members participated in Library Instruction Presentation Preparation Meeting
- Staff members participated in OER Grant Project
- Staff member participated in "This I Believe" Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff member participated in Social Media Liaisons Meeting
- Staff members participated in Equipment Circulation Meeting
- Staff members participated in Instruction Team Virtual Meeting
- Staff members participated in Niche Academy Feedback Meeting
- Staff member participated in CB OER Development Grant Meeting
- Staff members participate in Social Media Marketing Plans Meeting
- Staff members participated in Electronic Equipment Circulation Meeting
- Staff member participated in Library Stakeholder with Weslaco Public Library Meeting
- Staff member participated in LibGuides Meeting
- Staff members participated in Fuel for Finals Meeting
- Staff member participate in Math Department Meeting
- Staff member participated in Institutional Move Meeting
- Staff member participated in Social Media Marketing Meeting
- Staff member participated in Library Instruction Group Meeting
- Staff members participated in Pecan Renovation Website Meeting
- Staff members participated in Open Educational Resources Meeting
- Staff member participated in LLSS Marketing & PR Committee Meeting
- Staff member participated in Outreach & Instruction Fuel Finals Meeting
- Staff member participated in Nursing & Allied Health Campus OT Meeting
- Staff member participated in Nursing & Allied Health Campus ACRL Presentation Meeting
- Staff member participated in Midsemester Status Meeting
- Staff members participated in ACRL Presentation Meeting
- Staff member participated in Lawsuit Responses Meeting
- Staff members participated in College Attorney Meeting
- Staff member participated in Operations Meeting
- Staff member participated in Grant Meeting
- Staff members participated in Mid Valley Campus Weekly Meeting
- Staff members participated in Mid Valley Campus Coordination Meeting
- Staff members participated in Mid Valley Campus Reading Committee Meeting

TRAINING HIGHLIGHTS

- 4 team members attended the Customers of SirsiDynix Users Group, Inc. (COSUGI) virtual conference.
- Staff member attended Librarian III meeting
- Staff members attended water leak meeting
- Staff member attended Elsevier meeting
- Staff member attended workshop – "Sexual Assault Prevention Workshop"
- Staff member attended workshop – "Creative Wellness: Spring has Sprung"
- Staff member attended webinar – "Grant Proposal Development"
- Staff member attended webinar – "Tiny Habits Session #2"
- Staff member attended webinar – "Restorative Yoga
- Staff member attended webinar – "Spend Smart Eat Smart"
- Staff members attended webinar – "Improving Wellbeing: Simple Ways to Reduce Stress"
- Staff member attended webinar – "How to Achieve Your Goals Using the Tiny Habits Method"
- Staff members attended Ambassadors Cross-Training Academy
- Staff member attended - "Microsoft Excel Level 100 Workshop"
- Staff member attended video presentation – "Feel Happier! (even in tough times)
- Staff member attended – "Tips & Tricks for Online Instructional Videos/Systematic"
- Staff member attended webinar – Times Talks: "Do divisive concepts belong in the library?"

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 4/04/2022: ET Project Update Meeting, Follow Up Event Meeting, Pecan Campus Renovation 60% Review
- 4/05/2022: Tradiciones 2022 debrief
- 4/07/2022: ET Director One-on-One
- 4/08/2022: ET Leadership Meeting, PAS Meeting
- 4/11/2022: ET Project Update Meeting, RTM April Higher Education CIO Engage Block 1, RTM April Higher Education CIO Engage Block 2
- 4/13/2022: ET/IT Functional Meeting
- 4/25/2022: ET Project Update Meeting, Discussion of ET Issues Meeting, Reflection on Team Building Activity
- 4/26/2022: ET Department Meeting, Student Activities/Events Meeting Support Requests Process Meeting
- 4/28/2022: Review CCUMC Topics Meeting, Active Learning Classrooms Meeting, Review/Update Job Descriptions Meeting
- 4/29/2022: ET Leadership Meeting, LLSS Student Worker Advisory Group Meeting

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	77
Apr	111
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**289**

	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	77	111								

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	312
Apr	293.75
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**822.75**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	21	0	0	0	4
Data Projector	40	0	0	3	2
Projector/ Laptop	0	20	0	0	0
Computer	44	12	0	0	1
Microphone (Hand Held)	86	12	5	13	11
Microphone (Lapel)	0	0	1	0	1
RF Remote	31	8	1	0	8
PA System	6	1	2	6	7
TV/ Display	4	0	2	0	5
Screen	0	0	7	6	0
Portable Table	0	0	0	0	7
Keyboard/ Mouse	0	0	0	0	2
Mic Stands	0	5	0	0	3
Table Top Mic Stands	0	0	0	6	0
Document Camera	0	0	0	0	0
iPad	0	0	0	0	0
Mixer	0	0	0	0	7
Webcam	0	1	2	0	6
MAC Adaptor	0	0	0	0	0
Video Camera	0	1	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0

Speakers	9	0	0	5	8
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	2	1	0	0	4
Polycom Phone	0	0	0	0	0
Stooges (switcher)	3	0	0	0	0
LANC Controller	0	1	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	6	0	0	0	0
Interactive Display	0	0	0	0	1
PTZ Joystick	6	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***258***	***62***	***20***	***39***	***77***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan Renovation Business Continuity Plan.
- The Director held meetings with the Logistics Managers to discuss the annual inventory procedures and planning.
- 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 held the weekly Pecan Renovation Planning meetings with the Pecan Logistics Manager.
- The Director attended a meeting with the Dean of Library & Learning Support Services to review the Pecan Campus Renovation 60% construction documents.
- The Director met with the Dean of Library & Learning Support Services to review the extended hours café layout.
- The Director met with the Open Labs Analyst to discuss the LCOL computer replacement plan.
- The Director hosted the Monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director attended a meeting with Facilities Planning & Construction to discuss the Pecan Campus Renovation and Expansion 60% construction documents.
- The Director held one-on-one meetings with the Off-Sites Logistics Manager, Pecan Logistics Manager, and Open Labs Analyst.
- The Director attended the April 2022 President's Administrative Staff meeting.
- The Director held the weekly Makerspace meetings with the Open Lab Specialists and Pecan Logistics Manager.
- The Director held a meeting to discuss the Pecan Renovation website.
- The Director met with the Logistics Managers and Open Labs Analyst to discuss the relocation of items in the Pecan F141 storage.
- The Director held the weekly Open Labs Marketing Team meetings.
- The Director held the weekly Direct Reports meeting.
- The Director held the monthly Library & Learning Support Services Marketing and PR Committee meeting.

- The Director held a meeting with the Logistics Managers and Open Labs Analyst to discuss the SSD plan.
- The Director held the weekly Direct Reports meeting.
- The Director held the weekly Training & Professional Development meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant.
- The Director held the weekly Webcheckout meeting.
- The Director attended the Library & Learning Support Services Advisory Group meeting, hosted by the Dean of Library & Learning Support Services.
- The Director held Inventory Procedures meetings with the Off Sites Logistics Manager.
- The Director attended a meeting regarding the reflection of the team building activity.
- The Director attended a discussion with Facilities Planning & Construction on the Library temporary move.
- The Director held the weekly Direct Reports meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant.
- The Director met with the Facilities Planning & Construction Coordinator to discuss the Mission CEED agreement.
- The Director attended the Library & Learning Support Services Worker Advisory Group meeting.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs' computer replacement cycle is underway.
- The Logistics Managers conducted a Webcheckout mobile inventory trial.
- The Logistics Managers reviewed the Annual Inventory procedure through Webcheckout.
- Headsets were put back into circulation for patron checkout.
- The Pecan F-130 Open Lab was used by College Connections for the fast track registration events.
- Thirteen Twinmotion software licenses were installed at the Technology campus.
- A computer warranty date audit was conducted for the computers in the Learning Commons & Open Labs district-wide.
- Furniture relocations took place to create an office space for the Pecan Open Labs Specialist to work on Makerspace projects in Pecan V 2.107.
- Furniture relocations took place to reopen the Information Commons in Pecan V 1.111.
- M-225 has been painted and cleaned for the creation of the new Info Commons.
- An audit was conducted on the Adobe licenses installed throughout the Learning Commons & Open Labs district-wide.
- The Learning Commons & Open Labs submitted requests for the pick-up of waste for Spring.
- A test of a loaner hard drive and caddy was successfully conducted at the NAH campus. Hard drives were requested.
- The Learning Commons & Open Labs tested SSD on various computer models.
- A UPS has been installed at the Pecan Campus 3D Printer to mitigate risk related to power surges.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – APRIL 2022 ATTENDANCE STATISTICS: 3,146

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	3	3	
Mid-Valley Campus	2,235	624	
Nursing and Allied Health Campus	2,122	591	
Pecan Campus	3,796	1,369	6
Pharr Regional Center for Public Safety Excellence	188	47	
Starr County Campus	587	190	
Technology Campus	1,516	506	
Campus Totals:	**10,447**	**3,330**	**6**

OPEN LABS PRESENTATION, 3D PRINTING, AND RESERVATION STATISTICS:

Campus	Number of Presentations	Number of 3D Print Requests	Number of Lab Reservations
Mid-Valley Campus	1	3	
Nursing and Allied Health Campus	2		

Pecan Campus		5	2
Starr County Campus	13	2	
Technology Campus	1	8	
Total:	**17**	**18**	**2**

JagPrint - Printing Report

Apr 1, 2022 to Apr 30, 2022

Totals

Type	Users	Jobs	Pages
Printing	3930	24690	31649
Web Printing	1238	9922	34414
Total	5168	34612	66063

	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	540	2656	21736	178	1052	4674	718	3708	26410
NAH	490	3968	31888	730	7099	21598	1220	11067	53486
Pecan	1112	4664	34361	267	1358	5627	1379	6022	39988
RCPSE	42	195	3533	2	18	266	44	213	3799
Starr	149	729	5356	38	258	1527	187	987	6883
Tech	359	2556	8599	27	141	722	386	2697	9321

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **April 2022**

- Tutoring Sessions:
  - In-Person: 830
  - Online: 582
  - In-Class: 353
- Assignment Review:
- Supplemental Instruction: 147
- Visitors: 12,798
- Workshops: 29
- Workshop Attendance: 349
- Independent Study: 671
- Starfish Flags addressed: 267
- CLE Information Requests: 18

PROJECT HIGHLIGHTS

NSF Grant Year 3 **Progress: 40%** **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. Awaiting feedback from the grant on needs for Summer.

CLE Marketing Spring 2022 **Progress: 70%** **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 uploaded CLE tour video on social media and created a new Tutor Success Story for the website. Promotion for joint Student Success Workshop Series via flyers, social media, and email. Tutor Spotlight videos and tours of the CLE are being developed and posted regularly. The CLE has marketed second round of Student Success Workshops. The CLE will be participating in Career Fair for recruitment. Finals Countdown flyers have been distributed. Game Night Flyer will be posted on

STC calendar and flyers will be distributed across campus. Emails have been sent out to recruit new CLE staff. CLE staff presenting at department meeting for recruitment of new staff. Social media ads have also been posted for upcoming events. CLE participated in Spring Expo 2022. CLE participated in IT Career Expo. CLE has started Finals Countdown and distributed flyers for the May the 4th Game Night event.

Tutor Training for FY2021-2022 **Progress: 90%** **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. All CRLA Trainings have taken place for staff.

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: 58%**
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. OTA is working on content specific videos as well. Dosage Cal series frame and disclaimer have been completed. May be incorporating skills videos. Series for Dosage Cal is complete.

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation **Progress: 60%**
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. Vendors are currently being assembling the toolkits. Reference Cards have been finalized. The magnet materials have been delivered and will be disseminated through Dual Credit Programs and High School counselors. Video production draft has been received. Feedback has been sent back to video production team. Magnet materials have been handed out to dual credit programs for dissemination.

Virtual CLE Quality Assurance **Progress: 100%**
IE Plan Objectives: 2 **COP (2020-21) 3** **End Date: May 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. Equipment to take employee pictures is being reviewed for purchase, and a camera has been borrowed from Educational Technologies in the meantime. Pictures are sent to staff and uploaded on Upswing Platform for tutor profiles.

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: September 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: 80%**
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 have sent course list to RAS analyst to finalize distribution of survey. Met with RAS analyst. Surveys have been sent out to students via email. CLE staff has promoted surveys in order to gain a greater response from students in all courses.

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs **Progress: 48%**
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. SLAs will be meeting to finalize topics. Meeting with point of contact this week.

EVENTS HIGHLIGHTS

CLE Game Night **Event Dates: April 6, 2022**

The Centers for Learning Excellence held a game night at STARR campus. The event encouraged students to enjoy a night of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

ACTLA Conference **Event Dates: April 20-22, 2022**

CLE supervisors and staff attended the Association of Colleges for Tutoring & Learning Assistance conference where the theme was learning without limit(ation)s. Sessions focused on concepts such as: "Tutoring training: the new online/hybrid course?," "Empowering tutors, Empowering students," "Self-Assessment of Diverse Learners," "Developing Transferable Skills for Student Success," and more.

Spring Career Expo **Event Dates: April 27, 2022**

CLE participated in the Spring 2022 Career Expo. At the event the CLE was able to speak with several individuals and promote the career opportunities that are currently available at our learning centers.

Finals Countdown **Event Dates: April 25-May 12, 2022**

The Centers for Learning Excellence is currently hosting Finals Countdown event from April 25th to May 12th. Students are encouraged to stop by the CLE, study, and receive tutoring. The event provides study snacks for students as they prepare for their upcoming finals.

Dosage Cal Workshops **Event Dates: April 2022**

CLE Game Night	Event Dates: April 6, 2022

The Centers for Learning Excellence hosted over 17 Dosage Cal Workshops in the month of April. Over 290 NAH students from the summer and fall cohorts participated. The nursing students reviewed a variety of concepts that are essential to the RN and LVN careers.

MEETING HIGHLIGHTS

- SI Data Analysis Meeting
- Proposed HR DW Hiring Changes Meeting
- SI Leaders Meeting
- Academic Coaching Workshops Meeting
- Collaboration Meeting with Math Faculty
- LLSS Mid Valley Coordination Meeting
- CLE Shared Drive Organization Planning
- Met with Student Activities Coordinator
- Jaguar Connection Day Event
- CLE Shared Drive Clean-up
- Tutoring Hours Appeals Meeting
- Met with OTA Chair about assistance with program entrance requirement.
- Met with ADN faculty about in-class support.
- Interview committee for FT SLA
- PAS Meeting
- Innovative Educators Meeting
- Creative Community College Collaborators
- CRLA Peer Assistance Programs SIG Snack-n-Chat
- LLSS Marketing and PR Committee Meeting
- Additional Online Tutoring Hours Committee Meeting
- Met with IT Assistant Chair to discuss the IT Expo
- Academic Coaches Meeting
- SI Budget and Summer 2022 Schedule Meeting
- SI Transition Plan
- Upswing Data Analysis Meeting
- Met with ADN academic coach about transition orientation
- CLE Perkins Time on Task Reporting and Position Discussion
- LLSS Faculty and Administrator Advisory Group
- Finals Count Down Snack Run
- Additional Tutoring Hours Committee Meeting
- Student Focus Group
- Meeting with RCPSE Specialist regarding Career Expo
- Perkins Meeting: Time on Task
- CRLA Content Training Brainstorming
- Employee Goals Meetings
- Pecan Specialist Check In Meeting
- Academic Coaches Meeting
- AC Workshops Review Meeting
- Review Test-Taking Fundamentals PowerPoint
- Supplemental Instruction Meeting
- Shared Drive Organization Meeting
- CLE Perkins Time on Task Reporting and Position Discussion
- CLE All-staff meeting
- Academic Coaches Meeting

- Friday Day Speech Meeting
- Reflection on LLSS Leadership Training Team-building activity
- Staffing Plan meeting
- LLSS Student Employee Advisory Group
- CLE All-Staff meeting
- Met with ADN Advisor for Dosage Cal focus and 1st Exam results
- Met with NAH Dean and BSN Academic Advisor for ACEN preparation
- Met with ACEN committee
- Met with Pharmacy Technology Assistant Chair and Faculty to discuss mandatory CLE hours
- Met with ADN faculty to discuss CLE Dosage Cal limitations on introducing new material
- Met with MAT Chair on writing support for Fall cohort
- Met with OTA Chair about Shark Tank Participation, Application panel, entrance rubric, and Visible Body launch
- Additional Tutoring Hours Committee Meeting
- Met with Open Lab Supervisor
- Met with Campus Administrator
- Clerk Survey Development Meeting
- Mid Valley Advisory Committee Meeting
- Ethics and Unlawful Harassment Prevention CRLA training

TRAINING HIGHLIGHTS

- Microsoft Excel Level 100
- DL Symposium - Social Media for Education
- DL Symposium - Transitioning to Online Learning-Lessons Learned
- Wellness Center Tour and Walk
- Creating a Digital Portfolio using PowerPoint
- Microsoft Excel Level 200
- How to Achieve Your Goals Using the Tiny Habits Method
- NCLCA Webinar: Student Development Theory
- NISOD Webinar: Estate Planning
- Sexual Assault Prevention Workshop
- NISOD Workshop: Positive Impacts of Bridge, Dual Enrollment, and Support Programs for All Students: Foundations for Diversity, Equity, and Inclusion
- CRLA Training Level 2 - Goal Setting
- Chrome River Training
- CRLA Level 2 Training: Working with Special Needs Students
- How to Transform Challenges into Something Positive Using the Tiny Habits Method
- Peer Educator Power: Learning and Leading through Communities of Care
- Transforming a Learning Center to Address Student Needs
- Who are the Students Left Behind, and How Can We Best Support Them?
- Building Instructional Immediacy in the Online Classroom
- Active Listening and Paraphrasing to Build Positive Reinforcement
- CRLA: Unlawful Harassment Prevention
- CRLA Training- Active Listening & Paraphrasing to Build Positive Reinforcement
- How to Overcome the Fear of Anything Using the Tiny Habits Method
- National Summit for Educational Equity Conference:
    - Structural Belonging: An Imperative for Equitable Education Outcomes
    - On the Journey from Diversity to Inclusion
    - Civil Rights Policy Panel
    - Understanding and Using CTE Data and Research
    - How to Become an Inclusive Leader
    - The Color of Justice: Exploring Colorism in Education and Work Spaces
    - Ableism 101: Everything you think you know about disability is (probably) wrong
    - The Fire Within: Nurturing the Embers of Change

EVENT HIGHLIGHTS

- Interactive Reading Workshop for TSLAC grant
- Starr CLE Game Night

- Participated in the Pharmacy Technology Program Recertification Visit
- NAH student success workshop series
- Student Success Workshop: Test-Taking Fundamentals
- Intercampus Staff Exchange Experience
- ACTLA Conference 2022
- ACTA Commissioning Ceremony
- Jaguar Connection Day Event - College Success Fair
- Dosage Cal workshops
- RCPSE Career Expo
- Presented at LVN/RN 2022 Orientation
- Spring 2022 Career Expo
- ACEN Visit
- Dosage Calculations Series
- IT Career Expo-Friday
- Information Technology EXPO

OTHER PROJECT MILESTONES

- TSLAC Workshops Student Success Workshops were completed for the semester
- CLE supervisors presented at several department meetings

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
- 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.

Grant 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: 166	STC Certified So Far: 92	76.44%: STC Passing Rate
138% ** Goal Met**	92.00% of Goal Met	*No Grant Passing Rate Requirement*

Grant Funds Spent	% of Funds Spent	Grant Funds Remaining to be Spent	Total Grant Funds Budgeted	% of Grant Funds to be Spent
$10,181.20	33.93%	$19,818.80	$29,974.60	99.91%

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.
Have started the process to update web page video(s)
Next Step: Final Mock Up Approval before publishing in the Spring.
Updating of Web Page Video's

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:_ Annual Report has been submitted to DOE
Grant Goal Work (Year 2) Continues
Next Step: Complete Quarterly DOE Reports and Continue with Year 2 Improvements

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

SOUTH TEXAS COLLEGE DHSI PROJECT

Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	April 1, 2022 – April 29, 2022
Grant Goals	1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth. 2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs. 3. Increase accessibility to an expanded use of technology-based resources. 4. Increase students' ability to effectively manage debt and stay on a path leading to program completion and employment.
Grant Strategies to Achieve Goals	1. Academic Coaching 2. Online Tutoring 3. Starfish Intervention 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	**$385,759.52**	**43.14%**

Summary Status

Academic Coaching:

- Attended InsideTrack/STC partnership meeting on Friday, April 8.
  - Training updates: Due to two Academic Coach resignations, Dalina inquired and received confirmation from InsideTrack that two participants will be able to join the reinforcement training once they complete the network Foundational Coach Training (FCT). The next Network FCT begins on June 6. Planning for the summer schedule, Dalina will send a poll to understand what days will work better—the third Thursday of the month or Friday, after which InsideTrack will send invites through Fall (October 2022).
  - Quality updates: all nine coaches are doing well. The average quality score is at an 8, which meets and exceeds the requirements for quality certification.
- The possibility of an on-site visit from InsideTrack is being considered to take place during Fall's Professional Development date.
- Attended InsideTrack Role Clarity Project Meeting on April 12. The purpose of this meeting was to regroup with members from different areas of the college to discuss the information that will be documented onto a flowchart as the Role Clarity Project moves forward. The Role Clarity Project focuses on identifying gaps and duplication of work efforts between the Guided Pathway Specialists, Student Support Specialists, Academic Advisors and faculty.
- Attended InsideTrack/STC Partnership meeting on Friday, April 22.
  - FCT and Reinforcement Training Update: two participants will be joining the Network FCT training starting June 6. InsideTrack clarified that they reviewed the contract to find a way to make these changes and avoid any charges. Instead of 4 on-site trainings, there will only be 3. One will be repurposed to fulfill the Network trainings. If Dr. Esmaeili and Dalina wish to include a third new hire in the Network training, InsideTrack suggests repurposing the number of hours for virtual trainings from 26 to 20.
  - Role Clarity Project: the group discussion shifted away from completing the flow chart and focused on role clarification. The STC team decided to move forward with a survey that asks participants to identify their primary, secondary and non-applicable tasks. InsideTrack will create the survey and provide the link to Mrs. Shannon Perales, Starfish Administrator, to facilitate sending the surveys to the necessary staff members. InsideTrack will compile the data and share results with STC to create role clarity.
  - Quality Update: Arwen reported that the participants continue to be engaged and are well on track. The two new participants had their debriefs on April 21 and both did very well. Arwen will provide a Quality Report on Friday April 29. InsideTrack will review and discuss the report on May 6.
- Per Dalina's request, InsideTrack has extended the partnership meeting recurrence through October. The Manager Training meeting recurrence will be extended into Fall as well.
- Attended STC/InsideTrack Manager Training on April 26.

Online Tutoring:

- Received key receiving form (KRF) confirming the receipt of the non-mailer postcards; document filed in the requisition folder and on OneDrive.
- Received confirmation from Purchasing department on April 22 that the purchase order for the Adobe Creative Cloud licenses was processed. Emailed instructions to Online Tutoring Specialist detailing that she would need to submit an online ticket to the IT Service Desk for assistance installing the licenses onto the online tutors' computers.

Starfish:

- Starfish Administrator volunteered to step in and assist in distributing surveys for the Role Clarity Project on April 26.
- Starfish Administrator facilitated weekly trainings. Faculty and staff are also invited to join to learn more about Starfish.

Financial Literacy:

- Attended meeting on April 1 with Financial Literacy project owner and PR & Marketing team to review and finalize the details for the resources being ordered for the promotion of the Financial Wellness Center.

DHSI Administration:

- Provided Project Status Report template for Project Owners to report on activities/program updates for the month of March. Due date is April 13.
- Met with External Evaluator on April 6 to review the format of the Project Status Reports so as to ensure that evaluation data or information is captured, then shared with the Evaluator. The External Evaluator agreed with the format but suggested the number of students served be added to each component's section. Also reviewed and discussed a potential error in the grant narrative's timeline for a set of activities for the Online Tutoring component. All information discussed will be updated on the PSRs.

	• Received the following invoices, signed as Financial Manager and submitted to Accounts Payable for payment processing:
	  ○ Copy Plus: non-mailer postcards for Online Tutoring.
	  ○ InsideTrack: Year 2 services; third invoice of four.
	• Reviewed the financial report on April 7 for the month of March and submitted approval to the Grants Accounting office.
	• Attended President's Administrative Staff (PAS) Team meeting on April 8.
	• Met with Project Manager of the Office of Strategic Initiatives (OSI) on April 12 to provide an update on the status of the DHSI grant.
	• Prepared and submitted Weekly Cabinet report on Tuesday April 12.
	• Prepared and submitted monthly Board of Trustees report on Wednesday April 13.
	• Received an invoice for the DHSI Grant Video Production and submitted to Accounts Payable office on for payment processing after obtaining DHSI Financial Manager's signature.
	• Attended the InsideTrack/STC Role Clarity Project on April 19. The purpose of the meeting was to define the roles of the Student Services assistants. Erin provided a PDF sample of a survey they would like to generate and send to Advisors, SSSs and GPSs to get a clearer understanding of their tasks and ultimately help define the roles of each.
	• Attended DOE Coffee Break meeting on April 21.
	• Created a meeting agenda and information packet for the DHSI Quarterly Meeting scheduled for April 27.
	• Sent a reminder of the DHSI Quarterly Meeting to Project Owners and External Evaluator.
	• Attended InsideTrack Coaching Reinforcement training on April 22.
	• Completed Year 1 Recommendations for Improvement as requested by External Evaluator.
	• Prepared PowerPoint presentation and meeting agenda for the DHSI Second Quarterly Meeting with Project Owners, which has been rescheduled for May 4. Project Owners will have ten minutes to present updates on their Project Activities and expenses to date.
	• Met with External Evaluator to review the status of the Student Surveys. Academic Coaching and Online Tutoring have provided their survey data while Starfish and Financial Literacy results remain pending.

Next Steps	• Meet with RDMC on May 2 to review Grant Activity and Budget sections of the APR in preparation for a meeting with DOE Program Officer. • Attend follow-up meeting with InsideTrack on May 3 to provide updates on the Role Clarity Survey Data. • Meet with DOE Program Officer Robin Dabney on May 4 to review and discuss Grant Activity and Budget sections of the Annual Performance Report. • Attend Starfish STC Workforce Summit on May 5. • Attend InsideTrack/DHSI partnership meeting on May 6. • Facilitate second Quarterly Meeting with Project Owners, Division Vice Presidents and External Evaluator which is scheduled for May 9. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.